

Killeen Independent School District Job Description

Job Title: Director for Purchasing Services
Reports To: Chief Financial Officer
FLSA Status: Exempt

SUMMARY

Directs warehousing, purchasing, print shop, contracting and property management activities for the district by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Ensures effectiveness of all programs in the departments of purchasing, warehousing, print shop, contracting and property management.

Prepares instructions and procedures regarding KISD's purchasing system.

Reviews purchases and contracts for conformance to school district policies and procedures.

Establishes quality requirements for commodities purchased.

Maintains vendor bid list for the district.

Prepares bid documents for the district, except land and buildings.

Evaluates bids and prepares recommendations for school board approval.

Presents and explains bids at school board meetings.

Prepares purchase orders for bid items.

Maintains records of all bids and quotes according to state laws.

Approves all expense related requests for travel.

Monitors and approves all gifts and donations to the district.

Approves all "controlled items" according to district policy.

Approves and processes all purchase orders.

Stays informed on important legislations, regulations, rules, and policies that affect purchasing by maintaining a continuing program of professional self-development through attending professional meetings and certification courses.

Prepares and evaluates purchasing procedures.

Monitors the warehouse inventory.

Manages and maintains the Print Shop.

Ensures policies and procedures are followed to report the districts assets and record applicable depreciation.

Communicates verbally and written with other district administration.

Keeps the Chief Financial Officer updated and informed of the inventory, purchasing, warehousing, print shop, contracting and property management requirements.

Performs other tasks as assigned.

SUPERVISORY RESPONSIBILITIES

Manages all employees in the Purchasing, Central Warehouse, Print Shop, Contracting and Property Management Services. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; time and attendance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree, preferred, Bachelor's degree and five years of school administration or related experience, required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to Board of Trustees, administrators, staff, teachers, contractors, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.