

Killeen Independent School District Job Description

Job Title: Purchasing Specialist
Reports To: Director for Purchasing
FLSA Status: Exempt

SUMMARY

Coordinates District purchases involving procurement of supplies, services, and equipment as needed to support the school district. Supports the purchasing and procurement efforts for various departments. This includes procurement of E-Rate eligible products and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Works with district leadership to understand product and service needs.

Interacts with vendors to determine best products for district needs.

Serves as a liaison between district purchasing department and the district technology department to maintain best practices for procurement of technology related items.

Reviews requisitions for conformance to school district policies and procedures.

Prepares, organizes and inputs bid documents into the electronic bidding software, except land and building purchases.

Prepare and schedules advertising, legal notices, and arrange public bid openings and pre-bid conferences.

Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority. Evaluates bids, prepares bid tabulations as well as recommendations for the Board of Trustees.

Determines method of procurement such as direct purchase or bid.

Prepares documents for input of purchase orders or quote requests.

Approves all “controlled items” according to district policy.

Approves and processes all purchase orders.

Compiles and maintains bids and quotes according to state laws.

Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.

Monitors gifts and donations to the district and process orders as necessary.

Prepares and evaluates purchasing procedures.

Manages vendors in an electronic database bidding software for the district.

Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Establishes and monitors good working relations with vendors and provides vendor communication with campuses and departments.

Supervises the maintenance of the Department's Website.

Reviews hardware and software needs for the Purchasing Department.

Assists with other departments in approver training for principals and directors on the TEAMS Financial software.

Attends staff development to keep informed on current purchasing bid law statutes, regulations, and issues.

Assists with assignment of work to staff members.

Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

Expedites delivery of goods to users.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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

Bachelor's degree and 5 years of procurement experience preferred. Associates degree (or equivalent) and 2 years of procurement experience required. TASBO (Texas Association School Business Official) certification may substitute for an Associates degree or equivalent.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to operate computer and appropriate software to support the purchasing function; understanding of State of Texas Procurement Best Practices; knowledge of Texas bidding and procurement laws.

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 must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: December 7, 2021

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.