



David Douglas School District #40

Supervisor Job Description

PURCHASING AND CONTRACT COORDINATOR

Schedule: 12 months

Salary: Confidential

POSITION PURPOSE

To improve student achievement by coordinating, assigning and reviewing the work of other procurement and distribution personnel. Performs District-wide coordination of contracts and contract development. Ensures adherence to all state and public contracting laws, rules and requirements in the procurement of goods and services for District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor (Director). Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Decisions with district-wide implications or changes are reviewed with supervisor. Employee has considerable latitude in interpreting and applying policies, rules and regulations. Work is measured mainly through the observance of results obtained.

NATURE AND SCOPE OF RESPONSIBILITIES

- May include, but are not limited to, the following:

- Purchases materials, services, construction, professional services, food, supplies and equipment through formal procurement methods including invitation to bid and request for proposal. Work may involve complex procurement methods such as multi-step solicitations. Develops plans and controls for purchasing transactions such as master schedules of projects for recurring bid requirements.
- Responsible for preparing and reviewing District contracts, contract change orders and addenda to ensure compliance with District, state and federal rules and regulations. Develops plans and controls to maintain District contracts and contract files. Contract types may include personal/professional services, construction, maintenance services, goods and materials, intergovernmental agreements, leases, settlement agreements, and software.
- Advises internal clients regarding purchasing procedure and policy and assists in identifying solutions for procurement issues.
- Oversees travel for staff – assisting with making reservations and arrangements as needed.
- Oversees vendor information, updates as necessary and maintains information.
- Manages credit applications and tracks credit card issuance.
- Backs up purchasing clerk and confidential executive assistant.
- Interprets and applies rules, policies, procedures and regulations pertaining to purchasing matters. Develops and prepares recommendations regarding new and revised procedures.
- Maintains overview of purchasing procedures as they relate to the Attorney General's model rules. Reviews and recommends changes to Administrative Rules as appropriate, and monitors for compliance to public purchasing laws.
- Ensures bidders list is continuously maintained so that it provides qualified and responsive vendors and suppliers.
- Serves as a resource to and liaison between supervisor and other employees, vendors and the general public.
- Conducts studies, research, and evaluations pertaining to administrative problems, projects, and assigned area of responsibility.
- Prepares reports for School Board meetings.
- Arranges, organizes, and conducts in-service training or meetings with appropriate district staff.
- Assigns, coordinates, reviews, and evaluates work of others.
- Maintains punctual, regular and consistent attendance.
- Performs other duties consistent as assigned.

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Minimum Qualifications

- Bachelors' degree in Accounting, Business Administration, or Paralegal Studies (or related area) required.

- Four years of progressively responsible purchasing experience in contract development, negotiation, and administration in a setting involving large volume purchases of a wide variety of products and services; including two years of experience in coordinating purchasing activities and the work of others preferred.
- Knowledge of current purchasing terminology, techniques, and practices including competitive procurement methods, knowledge of laws related to public bidding and contracting and ability to interpret and explain, laws, policies, and procedures.
- Professional procurement certification (i.e. CPPB) required and must be maintained.
- Excellent oral and written communication skills demonstrated through:
 - Ability to follow oral and written directions;
 - Ability to write clear, concise, and grammatically correct solicitations, contracts, and related business documents; ability to prepare complex analysis and reports;
 - Ability to communicate effectively in meetings, e-mail, one-on-one, presentations, and ability to work collaboratively in teams.
- Excellent computer skills including using enterprise resource planning software and Microsoft Office software (Excel, Word, and Access) required.
- Ability to apply bookkeeping and accounting principles to the maintenance of fiscal records.
- Valid driver's license.
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining high degree of accuracy, organization, and attention to detail.
- Ability to maintain the confidentiality of sensitive and confidential information related to personnel, district financial, collective bargaining, and legal matters.
- Ability to work harmoniously with others including district personnel, vendors and businesses.
- Develop and maintain procedural systems and controls.
- Analyze problems and develop and implement plans and procedures.
- Coordinate and evaluate the work of others.
- Train professional and technical staff.
- Maintain cooperative relations with other employees, vendors, and the general public and professionally represent the District.

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-35 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.