**Board Memo**

**DATE:** 11/1/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources/Finance

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Purchasing Administrator Job Description and Salary

**Date/Term (Beginning and End Dates/Year)**

11/11/2022

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description; 03.221 – Classified Employee Salaries

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Finance and Human Resources are requesting the revision of the purchasing administrator job description and change of compensation for the position from Salary Professional III to Salary Professional I.

With the overhaul of the contract management process additional responsibilities have been added to the purchasing administrator position. In administering the contract process the purchasing administrator must possess the ability to evaluate the legal components of all contracts. Additionally, the contract management module in MUNIS has added to the purchasing administrator the responsibility of oversite of the processes related to that contract management module. The management of the MUNIS module requires the purchasing administrator to establish and manage the routing of the electronic approval process. This process alone requires the evaluation of more than 400 contracts annually. These added responsibilities are all in response to the recent revision of the contract management process.

In addition to the increased responsibility, the transition to the salary professional I salary schedule will allow the District to recruit and retain a candidate with the level of skill and expertise to effectively manage the contract process.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$5,846-$7,423 depending on years of experience.

**Funding Source**

General Fund

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

It is recommended that the Board approve the revision to the Purchasing Administrator job description and salary.

**CONTACT PERSON: (submitter)**

Linda Schild, Director of Finance; Eric Ball, Director of Human Resources