TITLE: **Purchasing Administrator**

QUALIFICATIONS:

1. B. A. degree in related field required
2. Minimum of three years increasing responsible government purchasing experience
3. Certification as a professional public buyer through the National Institute of Governmental Purchasing or willingness to obtain
4. Has a full working knowledge of Kentucky’s Model Procurement Code
5. Ability to interpret and apply rules and regulations affecting the school district purchasing operation
6. Ability to prepare and present oral and written specifications and reports

REPORTS TO: Director of Finance

JOB GOAL: To ensure that district resources are used effectively and in accordance with statutory requirements. Plan, organize and coordinate the ~~purchasing function; process bids to purchase~~ process related to procurement of materials, equipment and services; and assure that district purchases are made in ~~accordance~~ compliance with applicable laws, codes and policies~~, train, perform a variety of purchasing related special projects~~

RESPONSIBILITIES:

1. Direct, review and evaluate the daily activities of the purchasing function; review and assure that district purchases are made in accordance with applicable laws, codes and policies
2. Establish procurement procedures consistent with Board policy
3. Review board and school purchase ~~orders~~ requisitions and determine proper sources of supply, perform or delegate buying assignment, ~~conduct bid openings and recommend awarding of purchase contracts~~ and serve as final approver of requisitions for conversion to purchase order
4. ~~Process purchase orders~~
5. Serve as administrator of the contract approval process, contract management software and provide guidance to district employees responsible for submitting requisitions
6. Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assistant district schools and departments with large purchase requests and recommend awarding of purchase contracts
7. ~~Perform~~ Facilitate product research, testing and evaluation to determine best buy for price and satisfaction of purchase specifications; ~~perform and follow-up~~ collaborate on special projects and conduct research as assigned
8. Develop, coordinate and conduct in-service training to district personnel on laws, regulations and district policies and procedures relating to purchasing; communicate with district administrators to resolve issues and improve the purchasing function
9. Assure the timely follow up and expediting of deliveries of district orders
10. ~~Assure maintenance of current and adequate bidder lists and vendors files; assure proper maintenance of files in accordance with record retention policies~~ Maintain vendor database to ensure compliance with model procurement law

1. Maintain vendors lists for assigned items; contact vendors for clarification of issues related to product availability, prices, timing and specifications
2. Assistant other personnel in purchasing duties
3. Prepare and maintain a variety of related records, lists and reports
4. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Professional I~~II~~ Salary Schedule
* 8 hrs per day
* 40 hrs per wk.
* 246 days
* 12 months
* Board approved 9-10-98, Revised 9-11-08, Revised 3-8-2018, Revised 5-9-19; Revised