

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: ONLINE PURCHASING COORDINATOR

REPORTS TO: Director of Finance

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

Direct and manage the online purchasing activities of the District. Develop and implement purchasing procedures to process bids and purchase orders online and ensure compliance with applicable State laws and regulations.

DUTIES AND RESPONSIBILITIES:

- Purchase supplies and equipment online for the District by competitive bidding, competitive sealed proposals, request for proposals, and negotiations following established District criteria and State purchasing laws.
- Direct staff in preparation of all online bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
- Obtain and study online comparative prices and quotations. Make purchasing decisions based on information obtained.
- Provide training to District personnel in online Purchasing policies and procedures.
- Monitor all online purchase requisitions to determine correctness of information, calculations, coding, etc.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including audible accounting records.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Understand and follow oral and written directions.
- Read, interpret, apply, and explain policies and procedures.

REQUIREMENTS:

This is a supplemental position to be filled by a current employee.