

SPARTANBURG COUNTY SCHOOL DISTRICT TWO



JOB DESCRIPTION

TITLE: Director of Purchasing

FLSA: Exempt

GENERAL SUMMARY

Under limited supervision manages the acquisition of supplies, services, and equipment by formal contract methods in compliance with the procurement code of Spartanburg County School District Two. Coordinates, formulates, and administers contracts necessary to facilitate District operations, programs, and services. Maintains all procurement records as required. Establishes and maintains internal procurement procedures in cooperation with District staff and school bookkeepers. Provides interdepartmental support and serves as an information resource on procurement matters. Assists/advises upper level management as needed. Reports to the Chief Financial Officer.

ESSENTIAL FUNCTIONS

- Manages and organizes the preparation of all bid/proposal specifications in coordination with department heads and school level administration. Manages the process of soliciting bids and proposals and awarding contracts in compliance with procurement code.
- Develops all solicitations of \$10,000 or more, requiring formal contract procedures meeting all applicable advertising requirements, issuing amendments and conducting pre-bid/proposal conferences as necessary.
- Evaluates bids and proposals to determine bidder responsiveness and responsibility, and selects proper bid/proposal for award. Coordinates proposal analysis via selection committees and the completion of their tasks.
- Evaluates all requisitions over the \$2500 spending threshold to determine compliance with procurement code, and adds necessary documentation prior to converting requisition to purchase order. Communicates with school and district bookkeepers concerning necessary adjustments.
- Coordinates with vendors and department/school officials on purchasing problems and participates in all phases of procurement operations relating to a wide variety of supplies, materials, equipment, and services.
- Conducts negotiations with suppliers on proposals and contracts; conducts proper contract administration; initiates default action, contract terminations, and debarment action when required.
- Prepares and maintains all procurement records as required for annual review by district selected auditing firm.
- Serves as the District's Procurement Card Administrator.

- Analyzes procurement data to maximize consolidation efforts.
- Prepares and makes annual and semi-annual reports to the Board of Trustees and administration as required by procurement code and state statute.
- Interviews and consults with sales representatives as necessary. Maintains vendor database.
- Responds to customer problems and concerns and maintains open communication with principals, administrators, and other District personnel.
- Performs computer data entry to record and retrieve financial information and to prepare purchase orders, reports, and correspondence.
- Facilitates program of surplus removal and disposal in compliance with District and state regulations.
- Operates general office equipment such as a copier, computer, and calculator.

MISCELLANEOUS

- Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

- Bachelor's Degree required with a major in accounting or business preferred.
- Minimum of five years' experience in business related field.
- Experience with CSI preferred

Knowledge:

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Thorough knowledge and understanding of district athletic and extracurricular programs. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials, and supplies used in daily activities for athletic and extracurricular programs. Knowledge of academic and physical eligibility requirements of each sport. Possesses knowledge to develop appropriate rules and regulations of the various sports and the conduct of athletes. Knowledge of a variety of sports, athletic events, training methods, and coaching techniques.

Working Conditions:

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

Shift Type:	Full-Time
Salary Range:	Administrative Contract
Location:	District Office

To apply for this position: <https://spartanburg2.tedk12.com/hire/index.aspx>