

Anoka-Hennepin Independent School District #11
Job Description

Title: Purchasing Manager
Department: Purchasing
Reports to: Director of Finance
Prepared Date: January 11, 2010

SUMMARY OF RESPONSIBILITIES

Manage and coordinate the purchasing activities for the Anoka-Hennepin School District. Develop and implement procedures to process bids and purchase orders, develop district policies to ensure compliance with applicable state laws and regulations, and to enhance District purchasing procedures. Coordinate the distribution of supplies and equipment district-wide. Provide the school district with dependable sources of materials and services, maintaining inventory control, implementing and supervising procedures and staff. Assist district departments in administering of contracts and bids.

DUTIES AND RESPONSIBILITIES

Purchasing

- Develops policies and programs and directs the purchasing of supplies and equipment through competitive bidding, informal quotations and negotiation, adhering to state laws and procedures.
- Manages and/or assists in the preparation of all bid documents including notice to bidders, instruction to bidders, specifications and forms of proposal.
- Maintains files of all bids and quotations for the District; responsible for compliance with State laws regarding bids and quotations.
- Supervises preparation and submission of all required federal, state, and District reports relating to the purchasing department.
- Directs the purchasing department's accounts payable staff to insure adherence to proper accounting procedures in processing payments for goods and services obtained through the District purchase ordering system.
- Contributes to overall efficiency of District purchasing by planning and reviewing long-term procurement programs. Advise and assist in the areas of cost control, supply support and inventory control. Make recommendations designed to reduce cost and improve quality.
- Meet and confer with district personnel regarding new contracts, product information, procurement concerns, and needs in the areas of purchasing
- Attends product shows, seminars and professional purchasing association meetings to keep abreast of current industry trends, product knowledge and techniques.
- Meet with vendors regarding production information, alternate sources of supply. Resolves related issues, maintains open communication and good relations between vendors and the district
- Responsible for district lease/purchase agreements; consults with district departments regarding needs and costs; obtains financing quotes if applicable; maintains records of locations, costs and lease/purchase information.
- Prepares and monitors purchasing department budget.

Ties Finance System Resource Person

- Conduct training and provide assistance to TIES Purchasing System end users as needed.
- Identify system problems and offer possible solutions as part of the administrative team.
- Meet with TIES representative to keep purchasing department advised of changes, enhancements or issues.

Inventory

- Review, evaluate, recommend and implement updates, improvements and other changes to the automated inventory system in coordination with the Distribution Center Supervisor.
- In collaboration with Distribution Center supervisor, determines list and quantity of items to be maintained as district warehouse stock based on usage and produces inventory reports for the Director of Finance.
- Directs the implementation of electronic vendor and warehouse catalogs and communicates information and instructions to all district personnel.

All other duties as assigned by the Director of Finance.

SUPERVISORY RESPONSIBILITIES

Manages eight employees in the Purchasing Department. Responsible for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in business or closely related field with at least 5 years experience in purchasing and previous supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None required, Certified Purchasing Manager preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of competitive bidding statutes and purchasing procedures.

Thorough knowledge of automated inventory, purchasing, accounting system

Demonstrated ability to communicate effectively with general public, vendors, and district employees, and strong organizational and interpersonal skills.

Skilled in problem solving at multiple levels in an organization

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to work with team members, management, and vendors