

Anoka-Hennepin Independent School District #11
Job Description

Title: Purchasing Supervisor
Department: Purchasing
Reports to: Purchasing Manager
Prepared Date: March 2018

SUMMARY OF RESPONSIBILITIES

Coordinate the purchasing of materials, supplies and capital equipment; supervise purchasing office professionals; and monitor vendor performance.

DUTIES AND RESPONSIBILITIES

Purchasing

- Meet and confer with district personnel regarding new contracts, product information, problems, and needs in the areas of purchasing and accounting.
- Attend 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.
- Resolve related problems, maintains open communication and good relations between vendors and the district.
- Coordinate download of vendor catalogs onto automated purchasing system.
- Coordinate purchase of equipment, furniture, and supplies for new and existing buildings

Vendor Contracts

- Secure specifications and contractual language for bids/quotes.
- Maintains confidentiality in dealing with bids, quotes, vendors and their representatives.
- Establish and monitor vendor performance.
- Maintain records related to vendor analysis, products and purchase order transactions.

Finance System Resource Person

- Conduct training and provide assistance to Purchasing System end users as needed.
- Identify system problems and offer possible solutions as part of the administrative team.

Inventory

- Review, evaluate, recommend and implement updates, improvements and other changes to the automated inventory system under the direction of the Purchasing Manager and Distribution Center Supervisor.

All other duties as assigned by the Purchasing Manager.

SUPERVISORY RESPONSIBILITIES

Supervise up to five (5) support staff in the Purchasing Department. Other duties as assigned by the Purchasing Manager.

EDUCATION and/or EXPERIENCE

AA degree in business or closely related field plus at least 3 + years experience in purchasing. If no degree, must have at least 7 years of purchasing experience. Bachelor's Degree and previous supervisory experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of automated inventory, purchasing, accounting system.

Excellent oral and written communication skills.

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 work with team members, management, and vendors.

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