

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Purchasing Manager  
**Department:** Purchasing  
**Reports to:** Director of Finance  
**Prepared Date:** March 13, 2019

**SUMMARY OF RESPONSIBILITIES**

Manage and coordinate the purchasing activities for the Anoka-Hennepin School District. Develop and implement procedures to process bids, proposals, and quotations to ensure compliance with applicable state and federal 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, maintain inventory control, implement District and procurement procedures and supervise staff. Assist district departments in administration procedures 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, proposal and quotation documents
- including specifications, notices and instructions to vendors, evaluation and school board
- award recommendations.
- Maintains files of all bids, proposals and quotations for the District; responsible for
- compliance with Federal and State laws regarding bids and quotations.
- Supervises preparation and submission of any required Federal, State, and District reports
- relating to the purchasing department.
- Directs the purchasing department staff insuring adherence to proper procedures in the
- procurement and payment processing 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 address the needs of sites and departments.
- Attends product shows, seminars and professional purchasing association meetings to keep
- abreast of current industry trends, product knowledge and techniques.
- Meet with vendors regarding contract compliance. Resolves related issues, maintains open
- communication and good relations between vendors and the District.
- Responsible for District copier lease agreements; consults with district departments regarding
- needs and costs; maintains record of locations, costs and terms.
- Facilitate the selection of District furniture standards and serves as liaison between district

- staff, architects and vendors for furniture and equipment selections during construction and renovation projects.
- Prepares and monitors purchasing department budget.

### **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 seven employees in the Purchasing Department. Responsible for the overall direction, coordination and evaluation of this department. 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 work with team members, management, and vendors

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