



CLASSIFICATION DESCRIPTION

TITLE: Purchasing/Procurement Coordinator

<p>Title of Immediate Supervisor: Executive Director of Business Services and Finance</p>	<p>Department: Purchasing</p>	<p>FLSA Status: Exempt</p>
<p>Accountable For (Job Titles): Clerical Level F, Clerical Level E, or Clerical Level D</p>		<p>Pay Grade Assignment: Non-Certified Business Division, Pay Class</p>

<p>General Summary or Purpose Of Job:</p>
<p>Under supervision, performs advance level duties in the purchase of supplies, equipment, and materials for the District; assists in the preparation of specifications and legal bids; and performs related duties as assigned. Responsible for the day-to-day functions in process and procedure of obtaining goods and services district-wide; determining best practices for methods of purchasing.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	<p>Purchase materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and state purchasing rules. Prepare of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal. Receive and evaluate formal bids and make recommendations for the award of contracts to director for school board approval. Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts. Analyze and compare vendor information for best price, performance, availability, terms, conditions and value of purchase.</p>	Daily 30%



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|----|---|----------------|
| 2. | Reviews requisitions and specification for completeness of description, including state contract verbiage when applicable, accuracy in billing and shipping addresses and determines if special circumstances exist in the delivery of goods to a location, for correct budget code and for approval authorization. Completes purchase order process by emailing or uploading purchase order to the vendor, accounts payable and the requisitioner for our district and non-publics when applicable. Confers with suppliers regarding back orders and researches late deliveries. Assists with quality control by contacting vendors about unacceptable goods or services and takes corrective action. Shares purchase order confirmations, tracking and backorder information and other communication received from the vendor with the requisitioner. | Daily
25% |
| 3. | Continually updates computer software knowledge and skills in order to stay current with District changes in purchasing, accounting, word processing, spreadsheet, database, Internet, and e-mail packages and version changes. Analyzes product and procedure changes and implements into Purchasing Department practices. Maintains current and detailed knowledge of computer hardware, software and peripherals that meet District standards and needs for use in classrooms and in administrative functions. | Daily
20% |
| 4. | Create purchase requisitions and utilize the P-card to order equipment, tools and supplies as needed for the Finance Department. Process Finance Department's annual blanket purchase orders for a new fiscal year. Assists in monitoring P-card expenditures and limits. Prepares necessary quarterly and end-of-year reports as requested. | Monthly
10% |
| 5. | Builds and maintains relationships with vendors. Adds new vendors when requested by district staff, including contacting the company or individual to obtain a W-9 or social security number and necessary information for maintaining their vendor page. Maintains a vendor file for vendor selection in bids, quotes and RFP's. Performs tasks as requested by Accounts Payable to resolve invoice change issues on a purchase order. | Daily
5% |
| 6. | Manages the district mailroom in interoffice and USPS mail processes, administers postage with mailing system and directs to the correct mailing facility. Assesses daily mail for use of money saving pre-sort option. Manages and directs the shipping and receiving of packages with all major couriers. Responsible for maintaining funds in the mailing system machine, the district's bulk permit and equipment lease. Keeps mail machine functioning with necessary updates, regular maintenance, webinar attendance and sustaining a relationship with supplier. Prepares end-of-year postage reports for auditing purposes. | Daily
25% |



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7.	Responsible for coordinating and purchasing all district air travel through the district's state travel agency contract. Ensuring that proper paperwork and necessary budget and airline information has been obtained and shared with the traveler. Maintains and archives Pre-approval for Professional Leave and/or Travel files of district staff.	Monthly 5%
8.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's degree in business, accounting, management information systems or a closely-related field and at least five years experience in purchasing, inventory control, accounting or accounts payable; an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

Certified Purchasing Manager (CPM) preferred.

Knowledge Requirements:

Requires knowledge of:

- Procurement policies, procedures, state and local regulations, writing specifications, issuing/analyzing bids, designing and reviewing contracts, mediating disputes in the best interest of the school system.
- Inventory control techniques.
- Purchasing and inventory control computer software systems such as Skyward.
- Computer software and vendors, especially as related to accounting, purchasing, inventory, word processing, spreadsheets, databases, Internet, and e-mail.
- Procedures for purchasing, invoicing, and travel.
- Computer hardware products and manufacturers.

Skill Requirements:

Skilled in:

- Communicating effectively both orally and in writing with individuals at many levels within and outside the school system, and to serve as a trainer for procurement related issues.
- Organizing, planning, and executing work with minimal supervision.
- Ability to operate a personal computer, (e.g., word processing, spreadsheet, and other software as needed.)
- Excellent analytical, organizational, and detail skills.
- Ability to gather data, compile and analyze information, and prepare reports.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.



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- Direction and supervision of assigned staff.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Basic mathematics.
- Excellent interpersonal and public relations skill to interact with all levels of employees, staff members and the general public.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		



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	Depth Perception		
	Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting

Position Eliminated April 30, 2012 by ER115735

REQUISITION REPORT

ER115735 SENIOR BUYER STATUS A REQUESTED DATE: 04/04/2012
811NE07763 SENIOR BUYER BOARD APPROVED DATE: _____
LOCATION: 012 HOCHS FTE: 1.00000
FISCAL YR: 2011-12 EFFECTIVE YR: N
BARGAINING UNIT: NONCER
REASON CODE: 95 DISPLACEMENT REPLACING/AFFECTED EIN: _____

Start Date: 07/01/2012 Start Time: 08:00:00 M T W T H F
Permanent Assignment: End Time: 04:00:00 Days Per Week
Temp End Date: _____ Fulltime: FTE: 1.00000 Weeks/Year: 52.00

Job Description:

Minimum Qualifications:

Desirable Qualifications:

Comments/Special Instructions:

BUDGET CUT FY2013

Notes:

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
1135012000	111000	811NE07763	100.00	U

HUMAN RESOURCES USE ONLY

Empl ID:(EIN#) _____ NAME: _____
Date Offered: _____ Date Accepted: _____ Start Date: _____
Offer Type: Internal External LTS
Salary Index _____ Range: _____ Step: _____ Next Step Increase: _____
Vacation Time Accrual: _____ Sick Time Accrual: _____ Sick Bank: Oct ___ May ___
Eligibility: Benefits _____ Sick/Personal Leave _____ Holiday _____ Snow Day _____ Vacation _____
Probation: Yes: ___ No: ___ # of months _____
Notes: *position eliminated*

HR Signature: _____ Date: _____

CERTIFIED USE ONLY:

Minnesota Licensure: _____ Degree: _____ No. of Credits: _____
Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO



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