

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Purchasing Manager
Prepared Date: 7/2/2018
Revised Date: 9/1/2021
Work Year: 220 Work Days
Department: Accounting
Reports To: Chief Financial Officer
Salary Range: APT Salary Schedule
Benefits: Fringe benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Procurement Manager is to provide planning, organization, coordination, and supervision of the purchasing operations of the school district; to draft specification, advertise for bids and quotations, analyze bids received and recommend awarding of contracts or placing of purchase orders; to keep informed of the legal requirements of purchasing, to interview vendors and consult with school district personnel regarding purchasing activities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent

- Minimum of two (2) years of experience in a procurement or accounting environment
- Certified Public Purchasing Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) required within one (1) year of hire
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Bachelor's degree in Business Management or related field
- Previous experience working in a public school setting
- Technical work in contract preparation and negotiation
- Current CPPB or CPPO certification
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of governmental procurement practices and procedures, including ability to prepare specifications for Requests For Proposals (RFP) and Requests for Quotes (RFQ)
- Knowledge of negotiation principles and practices for the purpose of bids and quotes
- Ability to use database software, spreadsheet, and word processing software effectively
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Knowledge of District and school policies and procedures
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to establish and maintain a professional/effective working relationship with all staff, community members, vendors, and stakeholders
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Prepare and maintain contracts and contract renewals for approval and signature as required with a wide range of commodities and values
- Conduct pre-bid conferences with bidders and departments
- Conduct at bid openings and proposal meetings

- Prepare and maintain contracts and contract renewals for approval and signature as required
- Create and maintain records in compliance with district policies and state law.
- Monitor vendor performance
- Evaluate, analyze, tabulate and recommend bid awards to user by considering price, quality and delivery (best value)
- Evaluate requests for purchase of supplies, equipment and services to determine appropriate procurement method
- Maintain files and distribute bid information to end user and vendors
- Train, advise, and coach department/school staff on purchasing processes and policies
- Keep current with knowledge of governmental purchasing and contract management including: business law, state law governing school district activities and purchasing, uniform commercial code, construction contract administration, and generally accepted public practices and procedures
- Develop and maintain effective relationships with customer contracting officials to facilitate business transactions and enhance future acquisitions
- Direct the development of terms, conditions, and specifications ensuring compliance with project instructions consistent with contract terms and conditions
- Provide information and support for technical purchases and district personnel
- Process change orders and amendments to contracts, agreements, and purchase orders
- Verify bonding, insurance, and certification requirements from contractors are met and are on file.
- Review life cycle cost analysis and cost proposal development and participate in technical proposal preparation for service contracts
- Responsible for ensuring the appropriate project procurement system is utilized
- Initiate on a timely basis the coordination of purchase order closeout actions, including, but not limited to, review of claims, final project cost and coordination
- Recommend business practice, process, and policy changes to improve performance of the purchasing program
- Actively research efficiencies in current processes and opportunities for cost savings
- Review and approve all district generated purchase requests
- Purchasing web administrator

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Chief Financial Officer

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange

information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.