

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR III -

PURCHASING MANAGER

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional, administration and supervisory work assisting the Purchasing Officer with the procurement of supplies, services and construction requirements for the school system, and under general supervision, performs technical accounting and purchasing work in order to procure goods and services for GCS in accordance with North Carolina General Statutes and local procedures. Work includes but is not limited to preparing and overseeing the preparation of all bid documents both formal and informal for goods, services, and construction. Includes analysis of bid documents to include analysis of bid specifications and bid openings, for all projects within the purchasing department. Work also involves preparing related documents for the purchase of materials, supplies, and services. Employee is responsible for reviewing purchase documentation to ensure that funds are available and necessary documentation is filed. Employee is also responsible for monitoring, preparing, compiling, and maintaining financial records and reports. Employee serves as a liaison between vendors and the organization, maintaining current knowledge of materials and price lists for use when ordering materials, equipment, supplies, etc. Employee works closely with corporate world to take advantage of all changing trends in business. Employee daily supervises all Purchasing Agents, the Procurement Card Administrator, and Purchasing Support Specialists. In the absence of the Purchasing Officer individual serves as second in charge in the Purchasing Department. Individual reports to the Purchasing Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTION

Monitors closely internal procedures to ensure compliance with state, local, procedures' and assists Purchasing Officer in evaluating internal procedures to ensure compliance with organizational goals and objectives.

Maintains frequent contact as needed or required with Principals, Treasurers and Department Heads to provide assistance and new information regarding purchasing needs, service agreements, equipment and supplies.

Prepares appropriate documents for the purchase of materials, supplies, equipment, construction and service contracts according to applicable laws, rules, procedures and regulations of the State of North Carolina and the Guilford County School System.

Reviews and verifies purchase requisitions to ensure that appropriate budget codes and acquisition procedures are followed. Develops and prepares specifications for materials (goods or services) ordered.

PROGRAM ADMINISTRATOR III – PURCHASING MANAGER

Prepares specifications for construction projects; solicits bids from vendors; makes vendor selection recommendations based on materials, service, quality and price quotes.

Oversees E-Procurement training and attends all required workshops related to E-procurement.

Evaluates services and processes and makes recommendations on whether to perform functions in-house or through a contract process.

Works closely with vendors and maintains familiarity with current products and price schedules. Analyzes all request to determine the most efficient and economical way of processing request.

Maintain and update training processes, and practices and monitors work processes of purchasing staff to ensure compliance of state and local operating procedures.

Attends meeting in the absence of and at the direction of the Purchasing Officer.

ADDITIONAL JOB FUNCTIONS

Performs other related work duties and tasks as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business and/or public administration, or related field; CPM, CPO or CLGPO certification preferred; and 3 to 4 years of experience in a large scale purchasing environment involving various types of commodities and service; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must obtain possession of a Certified Local Governmental Purchasing Officer, (C.L.G.P.O.) certificate within five years of employment. This C.L.G.P.O. certification must be maintained by earning ten (10) renewal certification points within each successive five (5) year period following initial certification. Additionally, maintain any required local or state certifications.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

Physical Requirements: Must be physically able to operate a variety of automated office machines including: computers, calculators, copier, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Date Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from Obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, requisitions, law books, manuals, contracts, catalogs, etc. Requires the ability to prepare correspondence, bid specifications, reports, purchase orders, requests for proposal, bid specifications, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, mechanical, accounting, and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine the percentages and decimals; and to apply the theories of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items including office equipment. Must have minimal levels of eye, hand and foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking; Expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE SKILLS, AND ABILITIES

Thorough knowledge of the rules, regulations and North Carolina General Statutes governing public sector purchasing dealing with goods, services, and construction.

Thorough knowledge of public sector purchasing principles, practices and procedures.

Thorough knowledge of the methods and procedures used in preparing bid process and specifications both in the formal and informal range.

Thorough knowledge of construction contract preparation and of Public Construction laws.

Have considerable knowledge of the principles of supervision, organization, administration and modern office practices and procedures.

Skill in monitoring the availability of funds and appropriate budget codes for funding of transactions.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and to prepare and periodically develop meaningful reports from those records. This may include collecting and analyzing statistical data.

Ability to develop and support a staff and to evaluate methods and procedures used in the department.

Ability to prepare bid specifications for a variety of equipment and services purchased by the School System.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors and school system personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

Thorough skill in complete and accurate document preparation for purchasing documents.

Ability to exercise independent judgment in selecting from items available, and cost quotations when recommending purchases.

Ability to understand and follow oral and written instructions and to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.