

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PURCHASING OFFICER AUXILIARY SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision performs professional, administrative, and supervisory work directing the purchasing and construction contracting efforts for the GCS. Work involves supervising a purchasing staff to ensure that the procurement of supplies, materials, equipment, and services is consistent with applicable rules, regulations, and laws governing public sector purchasing efforts. Work also involves coordinating preparation of construction specifications, conducting formal bid openings, analyzing bids, and reviewing contracts for construction projects. Employee is also responsible for overseeing the risk management/fixed asset/textbook processes and procedures of the district as well as operations of the warehouse including surplus property removal and disposal. Employee is in frequent contact with vendors, principals, engineers, architects, attorneys, and school system management to obtain pertinent information concerning construction/renovation projects or purchase requests to ensure that funds are available and that requested materials meet organizational needs. Pursuant to GS 115C-522, employee is legally responsible for all purchases made for the GCS. Employee reports to the Chief Financial Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises a staff for system wide purchasing operations of the Guilford County Schools, to include procurement of supplies, materials, equipment, services, disposal of surplus property and warehouse operation consistent with applicable laws and regulations.

Administers the construction contracting efforts of the GCS that includes; coordinating the preparation of construction specifications; preparing legal advertisements; conducting formal bid openings; analyzing bids; reviewing and administering contracts; and maintaining files containing legal documents relating to construction contracts.

Provides leadership to ensure appropriate MWBE participation in the public purchasing process. Oversees the warehouse operations.

Maintains frequent contact with vendors, Principals, Directors, and management to provide assistance and new information regarding purchasing needs, acquisitions of services, equipment, and supplies.

Maintains frequent contact with engineers, architects, project managers, and management regarding construction and renovation projects.

PURCHASING OFFICER

Advises principals, directors, and management regarding availability of funds to procure materials and supplies; assists such people in determining and preparing budget preparation for materials and supplies.

Implements Board policy and federal and state rules and regulations as they relate to purchasing.

Evaluates operational procedures and computer software systems to ensure greatest level of productivity within area of responsibility.

Supervises the job functions and general operations of the risk management program, textbook and fixed asset inventory programs of the Financial Services Division which includes accuracy of reporting of fixed asset inventories, inventory tag and labeling, and inventory location assignment, textbook inventories, ordering and distribution of textbooks, teacher's materials, and the disposal of discarded textbooks and equipment. Works with other GCS departments on facility safety. Keeps GCS informed of changes/new concepts in the insurance area.

Oversees preparation of requests for bids for general liability, property, workers compensation, errors and omissions, and vehicle coverage for GCS; evaluates bids and makes recommendations based on competitive costs and GCS's needs; also supervises the request for bids on special insurance coverage, i.e., special student or athletic insurance, students in the work place coverage, employee blanket bonds, public official bonds, law enforcement insurance.

Oversees the preparation of appropriate documents necessary for the purchase of materials, supplies, equipment, and service contracts, this includes the supervision of all bid process documentation.

Collects data for and prepares required purchasing reports to ensure compliance with related laws and regulations.

Reviews purchase requests to ensure that the materials and supplies purchased have the greatest value for organizational needs.

Recommends and approves the hiring of all new employees in area of responsibility; conducts performance evaluations; and provides training for assigned staff.

Attends Board meetings.

Serves on various committees as assigned by the Chief Financial Officer.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

PURCHASING OFFICER

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business and/or public administration, or a related field; CPM, CPO or CLGPO certification preferred (if Purchasing Officer does not have CLGPO certification, he/she must obtain CLGPO certification within 4 years of hire/start date.); and 6 to 9 years of experience in a large scale purchasing environment involving various types of commodities and services, including at least 3 years of supervisory/management experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must maintain membership in the Carolinas Association of Governmental Purchasing (CAGP) and the National Institute of Government Purchasing (NIGP). Must also possess any required state certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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.

Data 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 instructions. Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, mechanical, accounting and marketing terminology.

PURCHASING OFFICER

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine 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/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 and construction.

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

Thorough knowledge of the methods and procedures used in preparing bid specifications.

Thorough knowledge of construction contract preparation.

Thorough knowledge of the formal and informal bidding processes.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of Public Construction law.

General knowledge of modern office practices and procedures.

Skill in monitoring the availability of funds.

PURCHASING OFFICER

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 develop meaningful reports from those records.

Ability to develop and support a staff.

Ability to organize large projects.

Ability to evaluate methods and procedures used in the Department.

Ability to collect and analyze statistical data.

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

Ability to effectively express ideas orally and in writing.

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.

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.