



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR PURCHASING/BIDS
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8631
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Supervises the daily routine of purchasing clerical staff, maintains all on-line procurement and bidding systems with a particular emphasis on procurement, bid and agenda preparation, and ensures the highest degree of professionalism as it relates to source selection and contract formation.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises bids and specifications development, reviews all specifications submitted for bid and coordinates the on-line procurement and bid systems

Assists in the management and development of procurement policies and documentation to comply with Kentucky Model Procurement and Board policy, while ensuring that all reporting obligations on procurement and contracting activities are met

Coordinates bid evaluations to ensure compliance with bid specifications and evaluation criteria

Ensures that the Model Procurement Statutes, federal and state procurement laws and Board policy are adhered to by the District-wide employees that use the on-line procurement system

Assists in managing workflow and bid preparation and forecasting and provides leadership and guidance to ensure that all contracts are current for products and services and that renewals are executed in a timely manner

Monitors automated purchasing system, including the data entry of requisitions, and serves as an intermediary between the users and management information services

Provides in-service regarding purchasing and contract procedures

Ensures compliance in source selection, contract development, and compliance with Board, state and federal policy and regulations

Maintains expediting operation of the purchasing unit by serving as a liaison among department heads and vendors and resolving problems between delivery of product and supplier

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in school or municipal purchasing

Successful experience in accounting and/or business office supervision

Proficient in the use of personal computer systems
Knowledge of computerized inventory systems
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to develop specifications/knowledge of Kentucky purchasing law
Knowledge of Board policy and procedures
Knowledge of Kentucky Purchasing Law
Experience in a diverse workplace