



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

JOB TITLE:	DIRECTOR PURCHASING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8452
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs the procurement procedures in accordance with Kentucky Model Procurement Code, Board regulations and policies; ensures a high degree of professionalism to the purchasing operation; ensures the procurement process is carried out through accepted business procedures; and acts as the contracting officer for the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs all phases of centralized bidding and purchasing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies

Supervises the development and/or reviews all specifications submitted for bidding and consults with users as necessary

Supervises the awarding of bids

Approves all purchase orders and contracts

Negotiates contracts for the procurement of goods and services

Assists as a contract grievance officer as prescribed by Model Procurement Code

Renders tax exemption certificates on all goods and services where exemption is appropriate

Supervises maintenance of a vendor usage file and evaluates vendor performance

Directs the audit of all invoices to assure materials received are as bid and/or ordered

Instructs in the proper purchasing procedures and regulations

Assumes responsibility and supervises the District computerized bidding and purchasing system

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, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements

MINIMUM QUALIFICATIONS

Bachelor's Degree

Six (6) years of work experience in purchasing with three (3) years of experience in a supervisory role

Knowledge of computerized purchasing systems

Effective communication skills

DESIRABLE QUALIFICATIONS
Three (3) years of experience in municipal purchasing
Knowledge of Kentucky Model Procurement Code
Experience in a diverse workplace