



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: Purchasing and Fixed Asset Coordinator

Reports to: Manager of Purchasing

Classification: Confidential

Hours/Day: 8 – Exempt
position

Type/Days/Year: 260 Days

Purpose/Summary

Under the general supervision of the Manager of Purchasing, the Purchasing Coordinator is responsible for coordinating and processing purchase orders, maintaining accurate records, and supporting the district's purchasing, inventory, and other business office functions. This position requires a strong understanding of PA School procurement processes, Uniform Grant Guidance, inventory management, and procurement system/accounting software. The Purchasing and Fixed Asset Coordinator will play a key role in developing and implementing fixed asset and inventory procedures.

Essential Duties and Responsibilities

- Processes purchase requisitions and creates purchase orders in the District's ERP system, ensuring accuracy and compliance with district policies.
- Maintains detailed records of purchase orders, invoices, and receipts.
- Reconciles purchase orders to invoices and resolves discrepancies.
- Coordinates with vendors to ensure timely delivery of goods and services.
- Develops and implements procedures for fixed asset and inventory management within the District's ERP system.
- Conducts regular inventory audits and maintains accurate inventory records.
- Assists in the preparation of reports and analyses related to purchasing and inventory.
- Provides support to departments regarding purchasing procedures and policies.
- Provides support to the Manager of Purchasing for district wide Requests for Proposals and assists with advertising and review requirements.
- Supports the Manager of Purchasing with the administration of the District's Food Service Management contract.
- Stays informed of purchasing trends and best practices.
- Additional duties and responsibilities as directed by supervisor.

Education and/or Experience

- Associate or bachelor's degree in business or related field or equivalent experience in business or related field.
- Experience in the education sector preferred but not required.
- Inventory management experience preferred but not required
- Demonstrated knowledge of accounting principles.
- Relevant experience with purchasing and procurement processes.
- Proficiency in MUNIS or similar financial software.

Certifications, Licenses, Registrations

- Act 151 Child Abuse History Clearance
- Act 34 PA Criminal Record Check

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- Act 114 FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze, and interpret information to communicate effectively with District staff. Strong ability to write effectively for numerous applications.

Math Skills – Knowledge of computational mathematics as it relates to budgets, projections, and trends. Ability to think creatively and develop ideas for reducing costs.

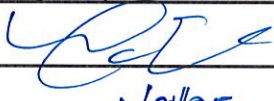
Technology Skills – Ability to apply best practice technology to create efficiencies, improvements, and enhanced outcomes. Demonstrated competency with large databases and ability to manage confidential information. Ability to develop spreadsheets to manage and provide data as requested. Ability to use standard office equipment such as personal computers, printers, fax machines, etc.

Reasoning Ability – Ability to think critically and problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information that is presented to the public.

Other Skills and Abilities

- Must be a self-starter who independently manages his/her time and work assignments.
- Ability to exhibit a high level of confidentiality.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Must possess a strong attention to detail and the ability to multi-task and manage competing priorities.
- Strong customer service skills and the ability to make good decisions on behalf of the District.
- Must develop effective coping strategies for dealing with the high expectations, frequent demands, and significant responsibility of effectively supporting a large District with many stakeholders.
- Ability to work cooperatively with all internal and external stakeholders and to create consensus among disparate agencies and other stakeholders with competing interests.
- Possess a high degree of imagination, patience, creativity, sound judgment, and problem-solving capabilities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.
- Ability to establish and maintain positive and effective working relationships with all stakeholders.
- Ability to maintain diplomacy through problem-solving and creative thinking.

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Physical Demands				
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands' strength rating of the <u>Dictionary of Occupation Title</u>, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Primary Work Location				
Office Environment		Shop		
Classroom		Vehicle		
Outdoors		Travel		
Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.
Physical and Non-Physical Demands Key				
C=Continuously	F=Frequently	O=Occasionally	R=Rarely	N=Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
Standing	O	Crawling	N	
Sitting	C	Bending	O	
Walking	O	Twisting	O	
Lifting	R	Climbing	R	
Carrying	O	Balancing	R	
Pushing/Pulling	R	Vision	C	
Reaching	O	Hearing	C	
Handling	R	Talking	C	
Fine Dexterity	F	Foot controls	N	
Kneeling	R	Teamwork	C	
Crouching	R	Tedious or Exacting Work	F	
Time Pressures	F	Noisy or Distracting Environment	O	
Emergency Situations	R	Multi-Building Travel	R	
Frequent Change of Tasks	F	Simultaneous Multi Tasks	C	
Irregular Work Schedule/Overtime	R	Other (Specify):		
<p>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</p>				
Director of Human Resources Signature				
Date of Approval		1/31/25		

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