

JOB TITLE: Purchasing Coordinator

STATUS: Exempt

REPORTS TO: Director of Purchasing

TERMS: 230 Days/Non-Contract

DEPARTMENT: Business Services

PAY GRADE: AB103

PRIMARY PURPOSE:

Responsible for the procurement of quality products and services for the district in accordance with established policies and procedures. Responsible for working with campuses and departments in drafting contracts and overseeing all aspects of contract management. Lead the implementation of GASB Statements for Leases and Subscription-Based Information Technology Arrangements (SBITA).

QUALIFICATIONS:

Education:

Bachelor's degree from an accredited university in business, finance, accounting, or related field
Texas Association of School Business Officials (TASBO) certification preferred

Special Knowledge/Skills:

Knowledge of principles, procedures, and legal requirements of financial accounting, school district purchasing and contract management, including federal, state, and local competitive bidding statutes
Knowledge of contract terms and legal requirements involved with contracts
Effective communication and people skills
Initiative to provide information in a way that maximizes productivity, efficiency, and cost effectiveness
Ability to conduct needs assessments for materials and resources needed for procurement
Competency to coordinate multiple projects and assignments
Knowledge of MUNIS software system and IonWave electronic bidding system (preferred)
Proficient in Microsoft Word, Excel, and PowerPoint

Experience:

Three years' purchasing, contract management, or related experience in a school district or public entity
Experience conducting public bid openings, RFPs, and evaluations

MAJOR RESPONSIBILITIES AND DUTIES:

1. Process requisitions/purchase orders in an effective and timely manner; ensure purchases are made in accordance with established policies; expedite outstanding purchase orders; and resolve complex issues concerning terms and conditions, price, delivery, etc. with users and vendors.
2. Process bids, proposals, and other solicitation documents: work closely with campuses and departments to identify procurement needs and develop specifications and scope of work used in solicitation documents; conduct pre-proposal meetings; prepare bid tabulations; organize evaluation committees; and make recommendations for contract awards.
3. Work closely with campuses/departments in drafting or assisting with scope of work, contract creation, reviewing contract language, negotiating contract terms and conditions, and ensuring contracts are complete with all attachments, exhibits, signatures, and dates; process executed contracts and ensure contracts are filed accordingly.
4. Prepare and/or review Board agenda items in an accurate and timely manner, ensuring contracts requiring Board approval are placed on the agenda and contain all required documentation and signatures.
5. Lead the coordination to capture district lease agreements and Subscription-Based Informational Technology Arrangements (SBITA) and develop/maintain policies, business office processes, and

financial reporting procedures related to new GASB pronouncements.

6. Coordinate with the Finance Analyst to ensure leases and SBITAs are properly budgeted for, and with the Director of Accounting to assist with the inventory of assets, proper reconciliation of financial reports, and the year-end close-out and preparation of ACFR schedules.
7. Track all District revenue contracts and collaborate with Director of Finance to ensure contract amount/fees meet or related costs.
8. Maintain an organized system of physical and digital records.
9. Monitor changes to state, federal and local purchasing laws, and update district procurement procedures to ensure compliance.
10. Monitor and identify vendors approaching \$50,000 threshold to ensure compliance with district criteria and state purchasing law.
11. Follow established procedures to monitor compliance with federal grants rules and regulations, specifically 2 CFR Part 200.
12. Serve as the administrator and project lead for the electronic bidding system.
13. Provide P-Card program support, including updating the manual and providing training.
14. Responsible for the annual submission of applications for awards and recognition programs, including the TASBO Award of Merit and Award of Excellence.
15. Address vendor and end user questions regarding purchasing procedures, purchase order revisions, and contract compliance.
16. Coordinate all e-procurement activities through the district's purchasing software, Tyler Munis, and contracted vendors' websites (punch-out systems).
17. Assist with updating Purchasing Department guidelines, manuals, administrative guidelines, training materials and recommend changes to local policy; update the Purchasing Department website.
18. Develop and implement workflows to improve the purchasing and contracting functions to reduce costs and increase customer satisfaction.
19. Serve as back up for the Director of Purchasing, and attend Board meetings as required.
20. Perform other duties as may be assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (15-45 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date