



## Job Description

<b>Position Title:</b>	Purchasing Agent/Buyer, Child Nutrition
<b>Job Title:</b>	Purchasing Agent/Buyer, Child Nutrition
<b>Function:</b>	Child Nutrition Services
<b>Family:</b>	Nutrition Planning
<b>Reports to:</b>	This position is locally funded

<b>Terms of Employment:</b>					
<b>Pay Grade:</b>	E08	<b>Minimum Salary: *</b>	\$44,601	<b>Mid-Point Salary:</b>	\$52,476
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the <a href="#">Compensation Resource Manual</a> . Annualized pay may be pro-rated based on actual start date.					
<b>Minimum Work Days:</b>	230	<b>Type of Assignment:</b>	Full-Time; Exempt	<b>Contract Type:</b>	Non-Chapter 21
<b>Funding Source:</b>	To be determined prior to posting.				

### Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

### Position Summary

The Purchasing Agent/Buyer, under the direction of the Director of Support Services, is responsible for purchasing food, supplies and equipment for the Child Nutrition Department in compliance with laws, regulations, and policies.

### Essential Functions / Key Responsibilities

1. Oversee all procurement regulations set forth by EDGAR (Education Department General Administrative Regulations) and TDA (Texas Department of Agriculture) to ensure all purchases are compliant with Federal and State guidelines.
2. Review departmental records, reports, documentation, and operating procedures to ensure compliance with Federal and State laws, USDA and TDA rules, local board policy, and administrative regulations.
3. Provide guidance with planning and the documentation pull for procurement reviews and inventory audits.
4. Provide support with the development and written formal bid specifications in accordance with local, state, and federal guidelines and regulations.
5. Develop and maintain a department procurement plan.
6. Assist in the review and evaluation of bids.
7. Solicit informal quotations and maintain necessary documentation required.
8. Manage all contracts to include the tracking of vendor or contract issues.
9. Work with vendors to resolve any issues pertaining to the management of contracts.
10. Submit and prepare all documentation necessary for bids and requests for proposals to the Procurement Department.



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11. Review purchase orders to ensure compliance and approve them in Frontline.
12. Safeguard Inventory Assets.
13. Provide procurement training to Department staff as needed and communicate updates to policy as needed.
14. Assist with physical inventory and conduct periodic inventory audits as needed.
15. Review operating systems in the various areas and provide recommendations for improving the process.
16. Serve as team member on various special projects such as capital assets, technology systems, etc.
17. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years of equivalent experience.
- 5+ years of experience in purchasing in a school district, governmental or non-profit environment or related field.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

### Preferred Requirements

- 8+ years' experience in purchasing in a school district, governmental or non-profit environment

### Knowledge, Skills & Abilities

- Knowledge of United States Department of Agriculture (USDA) and Texas Department of Agriculture (TDA) regulations for child nutrition programs
- Knowledge of food, supplies and equipment related to a food service operation
- Excellent organizational, written, and verbal communication and interpersonal skills in dealing with a wide variety of district and external personnel.
- Knowledge of school fund accounting policies and procedures, preferred.
- Demonstrated ability to manage multiple projects simultaneously.
- Demonstrated ability to analyze financial data and formulate recommendations.
- Skill in using related software applications (i.e. Microsoft Office Products such as Word, Excel, and PowerPoint)

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.



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### Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:  
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_