JOB TITLE: PURCHASING DEPARTMENT HEAD

JOB DESCRIPTION:

This employee is responsible for the coordination of a wide variety of purchasing activities as well as general supervision of purchasing assistants.

Duties of this position include but are not limited to:

1. Coordinating assigned activities to ensure cooperation between department employees for optimal efficiency.
2. Assisting the purchasing agent to prepare documents for presentation to the School Board.
3. Procuring various goods and services consistent with established procedures and practices assigned by the purchasing department.
4. Processing bid sureties and maintaining accurate records to assure accounting compliance within established guidelines.
5. Ensuring that procurement documents are maintained in a systematic retrievable manner.
6. Overseeing and supervising general office operations.
7. Assist the purchasing agent with recommendations for the employment and assignment of purchasing assistants.
9. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Associate's degree in business administration or closely related field.
2. Two years progressive experience in public purchasing.
3. Proven analytical ability.
   (In lieu of requirements #1 and #2, four years purchasing experience may be substituted.)

DESIRED QUALIFICATIONS:

1. Bachelor's degree in business administration or closely related field.
2. Supervisory skills.
3. Nationally recognized certification such as Certified Public Purchasing Officer, Certified Purchasing Manager, or Public Purchasing Buyer.