

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director of Purchasing

Job Description

Reports to: Assistant Superintendent of Business

Status: Exempt

Term: 226 Days

Primary Purpose:

Direct and manage the purchasing activities of the district. Ensure compliance with applicable state and federal laws and regulations governing school district purchases of goods and services.

Qualifications:

Education/Certification:

Bachelor's degree in business or accounting

Special Knowledge/Skills:

Knowledge of competitive bidding statutes and purchasing procedures

Knowledge of accounting and auditing principles

Extensive knowledge of Skyward vendor and purchasing modules

Proficiency skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to supervise personnel

Effective organizational, communication, and interpersonal skills

Experience:

Minimum of five years professional-level purchasing experience in Texas public schools

Major Responsibilities and Duties:

Purchasing

1. Oversee purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and in compliance with state purchasing rules.
2. Oversee compliance with Federal purchasing laws including those required by EDGAR and Uniform Guidance from U.S. Department of Education.
3. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
4. Evaluate formal bids and make recommendations for the awarding of contracts to chief financial officer for school board approval.
5. Obtain and evaluate comparative prices and quotations. Make purchasing decisions based on information obtained.
6. Develop and maintain vendor and bidder lists and approve additions.

7. Approve purchase orders and monitor all purchase requisitions to ensure accuracy of information, calculations, and coding.
8. Maintain vendor and purchasing records in financial database.
9. Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and receipt of proper credit.

Administration

10. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
12. Follow district safety protocols and emergency procedures.
13. Prepare and submit Form 1099 to the Internal Revenue Service for applicable vendors.
14. Attend Board Meetings to respond to any questions about procurement.

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 (less than 15 pounds)

Environment: May work prolonged or irregular hours

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____