

**Job Title:** Business, Purchasing Manager

**Wage/Hour Status:** Nonexempt

**Reports to:** Business Manager

**Date Revised:** November 21, 2005

**Dept./School:** Business Services

**Primary Purpose:**

Assist in the procurement of material and equipment for the district. Follow established purchasing procedures to process bids, purchase orders and issuance of local district checks.

**Preferred Minimum Qualifications:**

**Education/Certification:**

High school diploma or GED  
Appropriate TASB certification

**Special Knowledge/Skills:**

Knowledge of local procedures for purchasing and invoicing supplies and equipment  
Ability to work with numbers in an accurate and rapid manner  
Ability to analyze and organize a complex filing system of bid-related documentation  
Proficient keyboarding and file maintenance skills  
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing  
Effective communication and interpersonal skills

**Experience:**

Appropriate clerical and accounting experience (or excellent potential)

**Major Responsibilities and Duties:**

**Purchasing**

1. Assist in initiating contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.
2. Assist staff in preparing purchase orders and maintaining accounts.
3. Assist with the preparation of bidding documents, including notice and instruction to bidders, specifications, and form of proposal.
4. Detect and resolve problems with incorrect orders, invoices, and shipments.
5. Prepare and maintain vendor database and bidder lists.
6. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer.
7. Maintain physical and computerized files for the department.

8. Prepare bank deposits for central office and tax office.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Personal computer, printer, fax machine, copier, and calculator.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer.

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

Approved by           Ned Burns, Superintendent          

Date           November 21, 2005