

POSITION DESCRIPTION

TITLE:	Purchasing Manager	SUPERVISOR:	Executive Director of Business Services
DEPARTMENT:	Business Department	CLASSIFICATION:	Non-Affiliated

I. Accountability Objectives:

Direct and coordinate the procurement, inventory control, and distribution of products or other related services. Oversee the writing, review, awarding, and negotiating contracts of various kinds. Perform research on market trends, pricing, and supply problems. Give direction and guidance to agency management, staff, and vendors on policies, regulations, and procedures. Make purchasing decisions critically impacting the viability of the agency. Provide supervision and direction to professional and office staff.

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 12 Months

III. Position Relationships:

Reports to: Executive Director of Business Services
Coordinates with: Administrators, District Staff
Type of Coordination: As directed by administrator or others with coordination responsibilities.
Supervises: Central Services Receptionist; Duplicating Center Operator

IV. Position Qualifications:

A. Desired Qualifications:

Experience in business, municipal government, or education in a similar position; Bachelor's degree in business administration or school business administration or equivalent training; CPPB or CPPO certification desired.

B. Special Requirements:

Knowledge and experience in computers and data processing; organization and planning skills; strong communication skills; attention to detail within a district perspective; willingness to accept responsibility and to make fiscally responsible decisions on purchasing matters.

V. Position Responsibilities:

- A. Takes responsibility for all district purchases.
- B. Plans and schedules purchasing operations in accordance with district and state policies.
- C. Takes responsibility for all aspects of bidding, including preparation of specifications, analyzing, conducting bid openings, awarding bids, and preparing contracts.
- D. Develops standard bid and bidder lists and a standardized listing of supplies and equipment for the district.
- E. Investigates sources of supply and obtains quotations.
- F. Consults with vendors regarding purchasing issues and requirements.
- G. Consults with principals, directors, department heads, teachers, and non-teaching staff regarding purchasing issues and requirements.
- H. Expedites deliveries and insures that terms and conditions have been met.
- I. Provides staff development and instruction of the Bi-Tech 7i purchasing module.

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- J. Maintains inventory of surplus equipment.
- K. Performs other duties as assigned.

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

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