

WILSON SCHOOL DISTRICT

EXEMPT

TITLE: Procurement Manager

DATE: 12/17/18

REPORTS TO: Chief Financial Officer

APPROVED BY: Board of Education

JOB SUMMARY: Establish and enforce purchasing policies, practices and procedures as required by State law and School Board policy and provide support and direction to Schools and District departments in procurement matters.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinate and manage every aspect of the procurement process, including vendor searches, price negotiations, written quotes, Request for Proposals, Bid Packages, cooperative purchasing opportunities, state contracts and other competitive pricing arrangements for all District purchases, including the following:
 - a. Review and approve all purchase orders
 - b. Obtain written prices on materials and services
 - c. Prepare specifications of products and services to be purchased
 - d. Locate sources of supplies and placing orders
 - e. Compare costs and evaluate the quality and suitability of supplies, materials, and equipment
 - f. Meet with vendors to review new products/services and to provide feedback for District's satisfaction with products/services provided
 - g. Keep informed of new projects, market conditions and trends and confer with school staff and administrative personnel to determine purchasing needs and specifications
 - h. Establish purchasing time tables, procedures and forms
 - i. Coordinate advertising and website postings for all RFP's and Bid Packages
 - j. Ensure compliance with all Federal, State, and grant-related procurement regulations for all fund types
 - k. Determine the most economical and efficient procurement method for district utilities including, but not limited to, the following: electricity, natural gas, gasoline, diesel fuel, heating oil, and telephone service
 - l. Ensure the proper account coding of all purchases in accordance with the PDE Chart of Accounts
 - m. Disseminate information to suppliers and district staff concerning district's purchasing policies and procedures
2. Institute policies and procedures for collecting and reporting key metrics to reduce overall expenses while maintaining equality.
3. Supervise and assist the Purchasing/Accounts Payable Specialist in the data entry and processing of purchase orders and follow up with vendors and related communications across all departments.
4. Coordinate an ongoing program within the District to develop standardization of supplies, furniture, and equipment required throughout the system.
5. Supervise Central Warehouse Coordinator in managing the receiving process, centralized warehousing of District supplies, inventory maintenance, including perpetual and physical inventory counts:
 - a. Coordinate deliveries and intra-district distribution.

6. Assists in developing and implementing appropriate internal controls and policies for purchasing process and inventory tracking of District supplies and equipment.
7. Implement and maintain a District-wide fixed asset tracking system and maintain database for all purchases that meet the District's capitalization threshold.
8. Coordinate the sale/disposal of obsolete equipment.
9. Coordinate and prepare the annual District liability insurance renewal applications and ensure competitive rates.
10. Perform other duties as assigned by Chief Financial Officer or designee.

QUALIFICATIONS: Five (5) years experience in business office/procurement environment, preferably in public education
 Bachelor's degree in Finance, Accounting, or Supply Chain Management
 Must have demonstrated strong leadership and communication skills (verbal and written)
 Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
 Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
 Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
 Submission of Federal Criminal History Record in accordance with Act 114 of 2006
 Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
 Ability to use fingers to pick, feel and grasp objects
 Ability to use both hands for repetitive motion
 Some bending, stooping and twisting of the body required
 Ability to lift and/or carry supplies and/or papers weighing no more than 30 lbs.
 Ability to mostly sit with some standing or walking/moving throughout the work environment

SENSORY ABILITIES: Visual acuity
 Auditory acuity

WORK ENVIRONMENT: Typical office environment
 Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
 Must be cooperative, congenial, and service-oriented
 Must be able to work in an environment with frequent interruptions

COGNITIVE ABILITY: Ability to follow written and verbal directions
 Ability to read and write
 Ability to communicate effectively
 Ability to organize tasks
 Ability to handle multiple tasks
 Ability to exercise good judgment

SPECIFIC SKILLS: Proficiency in the use and application of technology, including experience with financial software, Inventory Management Systems, Excel and Word
Ability to effectively manage staff
Must possess general office skills
Ability to operate office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)