

DELRAN TOWNSHIP SCHOOL DISTRICT

Purchasing Agent Job Description

Reports to: Supervisor of Buildings and Grounds and Supervisor of Transportation and Environmental Programs

INTRODUCTION

This position is defined as an administrative support professional, with the position located in the Office of Support Services, the main logistical and operations branch of the Delran Public Schools. The work assigned to this position may be managed successfully only by a individual qualified to operate under the most general supervision, capable of exercising sound judgment in time sensitive situations and often effecting decisions to solve challenges for which no precedent may exist. The successful candidate must possess knowledge, skill, and ability characteristics not found ordinarily among administrative professional ranks and must demonstrate the ability to act in concert with senior staff of the organization, often in situations involving confidential data. The general areas of responsibility include, but are not limited to: purchasing, contract administration, vendor monitoring and inventory control. The position of an Associate Degree, with relevant experience and training in a business environment is preferred.

QUALIFICATIONS

Significant and demonstrable experience in the management of the following areas: purchasing, procurement, inventory, and stock control, all in an electronic data base management environment.

Significant and demonstrable experience in contract administration, including preparation of specifications and vendor monitoring, and budget preparation/administration.

Demonstrable knowledge of the following areas: the rules, regulations, and instructions pertinent to procurement under the New Jersey Public School Contracts law.

Demonstrable experience in computer literacy, including but not limited to: windows PC and networking systems, OFFICE, WORD, EXCEL, and web based data mgmt systems, Lotus Notes and LANs.

Demonstrable ability to work well with various constituent groups, often in time sensitive settings.

Demonstrable skill in multi-tasking and priority setting.

GENERAL DUTIES AND RESPONSIBILITIES

1. Prepare confidential reports and data projections for the purposes of contract negotiations for support services vendor ops.

2. Serve as a repository for confidential data relating to contractor performance under the district privatization programs.
3. Maintain all pertinent information via a database management system.
4. Supervise the preparation and distribution of competitive bidding specifications for support services functional areas.
5. Supervise the preparation and timely distribution of all required reports relating to assigned financial transactions and review vendor payment requests.
6. Monitor applicable account balances and provide revenue estimates for the Assistant Board Secretary.
7. Supervise the monthly reconciliation of collections and payments relating to the district privatization program.
8. Supervise the maintenance of the district programs for inventory and stock control.
9. Supervise the procurement system for Support Services.
10. All other duties as assigned by your immediate Manager and/or Superintendent.

Note: These tasks are all performed via an on-line data management environment

JOB CONDITIONS AND SALARY

This is a twelve month position, assigned to the exempt category of service, with salary to be negotiated annually and a benefits program applicable to the appropriate category of employment. The work environment is an office setting, with low to moderate noise levels and occasional lifting of no more than 50 lbs. EOE

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012