

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Purchasing Director

**Dept:** Business Affairs

**Job Description**

**Date Reviewed:** August 2010

**Reports To:** Chief Financial Officer

**Purpose of Job**

The purpose of this job is to perform administrative activities pertaining to the purchase of materials, supplies, technology, furniture, and equipment for the school system; supervise the Textbooks Processing and Distribution Operations; work with School Administrators and staff and the Facilities Manager for new building projects to oversee the selection, bidding, evaluation, ordering, delivery and installation of technology, furniture and equipment; and provide support to the Chief Financial Officer. Duties and responsibilities include assisting the Chief Financial Officer in the formulating and implementation of procurement policy and procedures, supervising staff; developing bid documents for all biddable items; distributing bid documents to vendors; evaluating incoming bids; and making purchase recommendations. Research and implement best practices governing procurement activities (i.e. e-procurement).

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling and recommending disciplinary and other personnel actions.
- Receives and reviews written specifications submitted by schools and departments for materials, supplies or equipment exceeding \$10,000.00 to secure formal bids.
- Researches and develops specifications on biddable items; conducts formal bid openings; distributes bid documents to vendors.
- Orders fuel from telephone quotes and maintains fuel usage file.
- Determines the estimated costs needed for budgetary purposes for purchasing furniture and equipment for new constructions projects.
- Review the floor plans for new construction and determines the necessary furniture and equipment needed for a new facility.
- Works with administration and staff on small equipment and supplies needed, secures quotes or pricing and places orders through the MUNIS software system. Assists in the selection of colors, finishes and fabrics.
- Selects, develops specifications, secures bids and places orders for all furniture and equipment for new construction.
- Coordinates delivery, scheduling and installation for all furniture and equipment for new schools. Assists vendors with placement of furniture and equipment throughout the new building.
- Secures informal bids by telephone for materials, supplies, or equipment costing from \$500.00 to \$10,000.00.
- Analyzes returned bids; evaluates product samples to determine quality; determines lowest and/or best bids based on quality and price; maintains file of bid documents.
- Prepares bid tabulations and recommendations for review by supervisor.
- Manages textbook/supplies/food inventory distribution and accountability system.
- Coordinates the sale of obsolete/surplus equipment.
- Coordinates the annual textbook and warehouse inventory.

- Maintains ongoing communications with vendors to identify product availability, convey bid information, confirm delivery timetables, and address other related issues. Maintains filing system of current vendor catalogs.
- Responds to requests for information or assistance from officials, members of the staff, vendors, the public or other individuals.
- Maintains current records of vendors/addresses, prices and specifications.
- Reviews all purchase requisitions for correctness and budget appropriateness; makes recommendation for approval/disapproval and forwards to supervisor for final disposition.
- Processes approved purchase orders; mails/faxes to vendor, and distributes copies to appropriate department(s).
- Maintains listing of all vendors. Consists of securing W-9 information; issuing vendor number(s); vendor information updated; and maintaining W-9 files.
- Oversees service contracts for, sewing machines, and microscopes.
- Composes, prepares and/or generates routine correspondence, bid documents, letters, etc. via computer and/or typewriter. Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor’s Degree in Business Administration or related field, and experience equivalent to three years in purchasing, inventory management, and supervision. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted. Comprehensive knowledge of and experience with e-procurement practices is required.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Business Office practices as they pertain to the performance of duties relating to the job of Purchasing Director. Has considerable knowledge of Business Office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for Sedentary to Light work.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Schools Purchasing Agent. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Schools Purchasing Agent.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Schools Purchasing Agent.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:**

A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**