

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Purchasing

DEPARTMENT: Business Services

REPORTS TO: Chief of Finance and Operations

POSITION SUMMARY: Under the direction of the Chief of Finance and Operations the Director of Purchasing responsibilities include: managing the purchasing department, interpreting laws and regulations pertaining to purchasing functions, ensuring legal compliance of state bid laws, awarding/negotiating contracts and managing the disposition of district equipment. The position is responsible for supervising the hiring, training, evaluation and discipline processes within the purchasing/warehouse departments. The position is the liaison between the District, State and Federal agencies and serves on various state committees as a district representative to review and develop state policy for public works projects

ESSENTIAL FUNCTIONS:

- Oversee management of the purchasing department. Address legal issues for compliance with state and federal laws. Maintain a system of internal control to ensure district practices are within legal parameters.
- Develop plans for the electronic transfer of vendor information throughout the district and the integration of it into the district's data processing system. Maintains proficiency in the use of the data processing system to efficiently answer questions and aid district employees.
- Oversee the development of training programs for building and department staff in the area of procurement cards and the issuance of purchase orders to insure compliance with federal and state laws and district policies.
- Assist in the development and maintenance of internal control structures for capital projects to insure compliance with state regulations (SPI, D-form process). Develop and maintain small works roster and monitor construction contracts. Approve all contract payments and release of retainage. Manage the collection and disposition of district surplus equipment.
- Serve on the WSIPC committee's to guide and direct development of the data processing system as it relates to the purchasing system and the interfaces with accounting. Serve on various governmental committees to guide policy development for public entity projects.
- Oversee the development and implementation of district policies and procedures in the areas of procurement cards, electronic purchase orders, travel and other reimbursements.
- Develop favorable purchasing programs or special discount programs with vendors. Formally communicate favorable vendor terms to the district employees on a recurring, timely basis.
- Develop system of approvals to efficiently and effectively process purchase orders. Monitor outstanding purchase orders to ensure accuracy of encumbrance balances of all funds.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent with at least one relevant technical certification. AA in computer science or related technology preferred.

EXPIERENCE:

- A Bachelor's degree in Accounting, Business or Public Administration and three years of experience in a large and complex organization, including a minimum of one year in a supervisory capacity. Qualifying experience may substitute for the educational requirement.
- Thorough knowledge of state and federal law relating to school district purchasing, budgeting, and accounting requirements.
- A high level of skill in oral and written communications.

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- Strong supervisory skills and experience along with a high level of proficiency in data processing relating to purchasing and accounting systems.
- Ability to analyze and interpret the law along with pertinent regulations.
- Ability to work well under pressure.
- Experience in providing leadership, working as part of a team, and proven resource management skills.

CONTINUING EDUCATION/TRAINING: Valid WA State driver's license and appropriate insurance required. Must be willing to attend training in order to remain current with developments in the field of technology systems and to maintain strong knowledge of computer technology and technology infrastructure.

CERTIFICATES & LICENSES: At least one (1) relevant technical certification.

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date