

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
PURCHASING MANAGER**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Purchasing & Materials Mgmt	C/4/2	Exempt

**CLASS SUMMARY:**

The Purchasing Manager is the third level of a three level series. Incumbents are responsible for the management and supervision of the purchasing functions.

Duties include reviewing large purchase requisitions; analyzing market and delivery conditions; preparing solicitations for the procurement of materials, services, and construction including description of requirements, selection of sources, preparation and award of contract, and contract administration; establishing and chairing evaluation committees; debriefing vendors on evaluation process and award of contracts; administering one time and multi-year contracts by ensuring appropriate documentation is received; resolving contractual problems on multi-year contracts; conducting pre-bid and pre-proposal conferences and answering inquiries pertaining to solicitations; and, supervising and managing staff and resources assigned to purchasing functions.

Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

The Purchasing Manager is distinguished from other purchasing classes in the focus on management and supervision of purchasing functions.



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<b><u>ESSENTIAL DUTIES:</u></b> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
Manages the purchasing functions including the full supervision of staff.	Daily 35%	C/4
Provides oversight of the purchasing process including activities such as establishing and chairing evaluation committees and documenting the process; conducting contract negotiations; resolving contract problems issuing amendments as necessary; and responding to inquiries from vendors, administrators, and employees regarding procurement management, evaluation process debriefing, and contract award.	Daily 20%	C/4
Administers one time and multi-year contracts ensuring proper documentation and reviews large purchase requisitions to ensure compliance with purchasing procedures and contract requirements.	Weekly 15%	C/4
Prepares procurement solicitations including preparing requirements definitions, selection of sources, and contract awards; and administers contracts.	Monthly 10%	C/4
Analyzes market and delivery conditions to include determining present and future material availability, researching current industry standards, and pricing.	Quarterly 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

Bachelor's Degree in business, purchasing or related field and five years experience in a purchasing function as a buyer is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- None



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**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Materials management and purchasing principles and practices;
- Management principles and practices;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

