

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Purchasing Manager

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	2
<b>DEPARTMENT:</b> Purchasing	<b>ACCOUNTABLE TO:</b> Director of Finance	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for the management and supervision of the purchasing and warehousing functions for the District. Duties include: reviewing all purchase requisitions over \$5,000; analyzing market and delivery conditions; preparing solicitations for the procurement of materials, services, and construction to include description of requirements, selection of sources, preparation and award of contract, and all phases of 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 any inquiries pertaining to solicitations; and, supervising and managing staff and resources assigned to purchasing and the warehousing functions.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Purchasing Manager is the third level of a three level Purchasing series. The Purchasing Manager is distinguished from the Buyer and the Senior Buyer by the management and supervisory responsibilities for purchasing and warehousing and the supervision of professional and non-professional staff.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	C4
2.	Establishes and chairs evaluation committees to include evaluating proposals and bids, conducting negotiations with vendors, and documenting evaluation process.	Daily	C4
3.	Resolving contractual problems on multi-year contracts to include issuing contract amendments if changes are needed.	Daily	C4

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Answers questions from vendors, administrators, end users, and employees regarding procurement management issues to include debriefing vendors on evaluation process and award of contracts.	Daily	C4
5.	Reviews all purchase requisitions over \$5,000 to ensure procurement and procedure compliance.	Weekly	C4
6.	Administers one time and multi-year contracts by ensuring appropriate documentation is received such as certificates of insurance, performance bonds, and licenses.	Weekly	C4
7.	Conducts pre-bid and pre-proposal conferences and answers any inquiries pertaining to solicitations to include drafting and issuing amendments.	Weekly	B2
8.	Prepares solicitations for the procurement of materials, services, and construction to include description of requirements, selection of sources, preparation and award of contract, and all phases of contract administration.	Monthly	C4
9.	Analyzes market and delivery conditions to include determining present and future material availability, researching current industry standards, and pricing.	Quarterly	C4
10.	Performs other duties of a similar nature or level.	As Required	N/B

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**Knowledge** (position requirements at entry):

Knowledge of:

- State of Arizona Revised Statute Title 15;
- District Procurement Rules and Policies;
- Uniform System of Financial Records;
- Warehouse and mail room functions;
- Supervisory practices and techniques;
- Construction procedures;
- Contract and Business Law;
- Product performance and availability;
- Evaluation procedures, negotiation techniques, and contract award procedures.

**Skills** (position requirements at entry):

Skill in:

- Using computers and related software;
- Operating a calculator to figure out discounts, interest, and percentages;
- Reading and interpreting documents such as policy and procedure manuals;
- Structuring and drafting complex documents;
- Performing mathematical and statistical analysis of data;
- Preparing and making oral and written presentations;
- Budgeting;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Purchasing, Business, or closely related field and five years experience as a Buyer; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

None required.

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**Physical Requirements:**

Positions in this class typically require: fingering, grasping, 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.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98