

**JOB TITLE: PURCHASING AGENT**

**RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)**

**FLSA Status: \_\_\_\_\_ Exempt \_\_\_\_\_ non-Exempt**

**JOB GOAL: Assist in the administration of the system's business affairs in the area of procurement/contracting**

**QUALIFICATIONS:**

1. Four-year degree in business related field or prior experience in purchasing (public school system preferred)
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**JOB DUTIES AND RESPONSIBILITIES:**

1. Initiates contacts with vendors relative to supply and equipment availability
2. Obtains, studies, and compares prices and quotations for goods and services; and maintains price trends relative to market conditions
3. Maintains vendor files for new product development
4. Oversees purchases by competitive bidding, informal quotations, and negotiations in accordance with the board's purchasing and contracting policies
5. Monitors quantity and quality of commodities purchased
6. Reviews purchase requisitions and funds availability
7. Conducts pre-bid conferences, oversees bid documents, and maintains bid files
8. Prepares letters, emails and other correspondence related to school system purchasing activities
9. Prepares periodic reports for the CSFO related to the purchasing function
10. Performs other related duties as assigned

**TERMS OF EMPLOYMENT: Months and Days as determined by board - 8-hours per day**

**SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE**

**EVALUATION: According to established Board policies and administrative procedures and guidelines**