



**Job Title:** Coordinator of Purchasing

**Reports To:** Immediate Supervisor

**Prepared By:** The Division of Human Resources

**Board Approved Date:**

**Pay Grade Range:** AD106

**Summary:** Responsible for setting up specifications for formal bidding, obtaining quotations, evaluating bids, communicating with sales rePresentatives on available items of material and equipment, and supervision of clerical personnel.

**Essential Duties and Responsibilities:**

- Analyzes requests for purchases; determines proper method of procurement; prepares specifications and reviews completed bids, proposals, and contracts for compliance with statutory and regulatory requirements.
- Presides at or assists with bid openings, supervises the tabulation of bids and determines the award.
- Assists in determining department goals and developing plans for implementation.
- Assists in analyzing technical information on new or improved items and helps make recommendations on suitability
- Provides direction to department personnel regarding bid preparation and bid mailings.
- Confers with Department personnel regarding issues between vendors, schools and/or accounting to ensure expedition of payment, prompt receipt of goods, and invoice payment.
- Meets with vendors as needed in reviewing products, writing appropriate specifications, evaluating bids, and resolving problems with delivery, price changes and invoice payments.
- Investigates complaints on behalf of both district personnel and vendors, appraises the issues objectively and makes recommendations for solutions.
- Assists with supervision of office personnel and addresses problems as needed.

**Other Duties:**

Other duties as assigned that are related to the functions of the position.



## **Essential Functions/Qualifications/Requirements:**

### **Education and Experience:**

This position requires a bachelor's degree from an accredited college or university and a minimum of two (2) years purchasing experience. Computer skills should include, but not limited to, Microsoft Word, Excel and PowerPoint. Individuals must have the ability to learn new computer systems in order to work effectively in the current Purchasing software.

### **Work Environment Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

### **Technological Abilities:**

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

#### [Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.