

Anoka-Hennepin Independent School District #11
Job Description

Title: Purchasing Director
Department: Purchasing
Reports to: Chief Financial Officer
Prepared Date: January 2022

SUMMARY OF RESPONSIBILITIES

Direct and coordinate the purchasing activities and staff to achieve the most economical, effective, and efficient acquisition and payment of goods and services for the Anoka-Hennepin School District. Strategically develop and implement commodity/supply chain strategies covering all commodities, services, and supplier processes and prepare agreements to deliver maximum value, leverage, and standardization for the District. Develop and implement procedures for the operation of a centralized purchasing system in accordance with the School Board and District initiatives.

DUTIES AND RESPONSIBILITIES

Purchasing

- Establish and ensure the District has accountable, fair, consistent, and transparent public procurement practices.
- Develop and implement district-wide policies, procedures, and programs, and direct the purchasing of supplies and equipment.
- Develop all bid, proposal, and quotation documents including specifications, notices and instructions to vendors, evaluation criteria.
- Direct oversight of the District's centralized filing and retention of all solicitations, vendor records, and contracts.
- Responsible for compliance and reporting of all Federal and State laws, and changes in laws, rules, and regulation; interpreting and implementing changes needed for solicitation documents, contracts, and procedures to ensure compliance,
- Direct the administrative responsibilities and processes for all purchasing/warehouse services including but not limited to: supply support, cost control, operations, distribution, receiving, inventory control, ordering, reconciliation, contract routing, expediting, vendor/contract management, and payment.
- Analyze solicitation responses for conformance with established intent, reasonableness and allowability of fiscal costs, and service delivery methodologies.
- Publicly present contract award recommendations to School Board.
- Prepare, review, and execute commodity contracts, purchase orders, change orders, and other documents within delegated authority.
- Provide oversight and technical direction to District professionals and support staff on established policy and procedures for effective compliance with requirements of statutes, specifications, contracts, and general purchasing standards.
- Direct the purchasing department staff ensuring adherence to proper procedures and utilizations of the District purchase ordering system.

- Responsible for the overall efficiency of District purchasing through the planning and review of long-term procurement programs.
- Lead the procurement planning and district personnel in all areas of the acquisition process, including but not limited to; new contract development, cooperative opportunities, product research, procurement concerns, and strategic sourcing.
- Advance the District's best practices related to the procurement through the attendance of product shows, seminars, and professional purchasing association meetings incorporating current industry trends, product knowledge, and techniques.
- Establish, maintain, and disseminate guides, manuals, and other documents regarding procurement policies, procedures, and direction to leadership staff.
- Facilitate the selection of District furniture standards and serve as liaison between district staff, architects, and vendors for furniture and equipment selections during construction and renovation projects.
- Prepare and monitor purchasing/warehouse department budget.
- Identify and address concerns of discrepancies in contract, language, and compliance issues in collaboration with the District Legal Department.
- Resolve contract compliance-related issues, initiate corrective action or recommendations for correction or termination of agreements.
- Single point of contact for District vendor relations, sourcing new supplies, and establishing providing the District with dependable sources of goods and services, and the supplier community of comprehensive understanding of the procurement practices and needs of the District.
- Facilitate negotiations with vendor(s) on applicable contract terms, service expectations, performance measures, and budgetary factors.

Inventory

- Review, evaluate, and implement updates, improvements, and other changes to the automated inventory system in coordination with the Warehouse/Distribution Center Supervisor.
- Determine list and quantity of items to be maintained as district warehouse stock based on usage and produces inventory reports in collaboration with Warehouse/Distribution Center Supervisor.
- Direct the implementation of electronic vendor and warehouse catalogs and communicate information and instructions to all district personnel.
- Direct and monitor the district surplus property disposal program with all applicable laws, policies, and rules.
- Establish long-term goals, site needs, and standards to maximize efficiencies in the distribution in collaboration with Warehouse/Distribution Center Supervisor.
- Coordinate the inventory and distribution of supplies and equipment district wide.

All other duties as assigned by the Chief Finance Officer.

SUPERVISORY RESPONSIBILITIES

Directly supervise Purchasing Supervisor and Warehouse/Distribution Center Supervisor who supervises a total of 13 employees in the Purchasing Department and Warehouse/Distribution Center. Responsible for the overall direction, coordination, and evaluation of this unit. Also

directly supervises three non-supervisory employees. Carry out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; creating performance improvement plans needed; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in business or closely related field with at least 5 years experience in purchasing and previous supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None required, Certified Purchasing Manager preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of competitive bidding statutes and purchasing procedures.

Knowledge of Federal and State laws regarding bids and quotations.

Knowledge of applicable codes, regulations, regulations regarding standard industry practices.

Thorough knowledge of automated inventory, purchasing, accounting system.

Demonstrated ability to communicate effectively with general public, vendors, and district employees, and strong organizational and interpersonal skills.

Skilled in problem solving at multiple levels in an organization.

Ability to work with team members, management, and vendors.

Strong written and oral communication and organizational skills.

Ability to read, interpret, and prepare documents such as bids, proposals, and quotation documents, including specifications, notices and instructions to vendors, and evaluations.

Experience with preparation and submission of any required Federal, State, and District reports relating to the purchasing department.

Ability to speak effectively before groups of customers or employees of the district.

Proficient in MS Office (Word, Excel, and PowerPoint) and database management systems.

Budget management, inventory control management skills are required.

Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff.

Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.

Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and attention.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl; and lift and/or move up to 50 pounds. The employee is occasionally required to sit; climb or balance; smell; and lift and/or

move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office. Ability to travel to various district sites is required. The noise level in the work environment is usually quiet, with constant interruptions.