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## **PURCHASING COORDINATOR**

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Company: SOLANCO SCHOOL DISTRICT  
Department: Business Office  
Reports To: Chief Financial Officer  
Status: Non-Exempt

### **SUMMARY:**

Coordinates activities involved with procuring goods and services such as materials, equipment, tools, supplies, professional services, contracted services and other expenditures for the School District by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsibilities include but are not limited to:

A. Purchasing:

- Creates purchase orders from budget documents and individual requests. Confirm delivery date, quantity ordered and price are correct.
- Reviews catalogs and confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Assists personnel with purchasing, recommending vendors for specific purchases.
- Data entry and filing paperwork.
- Coordinate online credit card purchases for staff and obtain proper documentation for accounting and audit review.
- Reviews state contracts for discounted purchases and obtain the required documentation for audit files.
- Obtains price quotes from multiple suppliers.
- Coordinate bid process
- Runs reports to help determine needs.
- Complete purchase orders, obtain quotes and assist with bidding process. Prepares bid schedule, drafts public notices, forwards notice to newspapers, prepares bid package, prepares for pre-bid meeting and bid opening award meeting. Issues post-bid communications.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, inventories, purchase

receipts and invoices for payment and accounting purposes.

- Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
  - Expedite delivery of goods to users and coordinate returns.
- B. Provide clerical support to plant and operations department, if needed.
- C. Review and approve incoming purchase orders from district buildings and coordinate processing of orders.
- D. Coordinate bidding and procurement of general supplies from IU13.
- E. General Fund Budget
- Prepare department budget binders for budget meetings
  - Set-up purchase orders, align and record budget requests for quote or bid requirements
  - Assist CFO with budget files, cost estimates and pricing as needed
  - Enter budget information in CSIU Fund Accounting
- F. Coordinate procurement/credit card transactions
- Manage procurement card holders and reconcile monthly credit card statements with purchase receipts/invoices
  - Assist with conference registrations and staff travel arrangements as needed.
- G. Assist with Capital Project construction change orders and prevailing wage issues.
- H. Track sponsorships, issue invoices and verify payments received.
- I. Reconcile incoming shipments are correct and assist with coordination of shipment to buildings.
- J. Compile statistics for various items for management purposes (energy, water, etc.)
- K. Invoice property land renters for annual rent and verify annual payments received.
- L. Complete other duties as assigned

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**QUALIFICATIONS:****EDUCATION and/or EXPERIENCE:**

High school diploma and two years inventory or accounts payable experience.

1. Computer skills
2. Be able to work well with others
3. Have good math skills
4. Be able to handle multi-tasks
5. Be detail oriented
6. Good communication skills

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.