



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Purchasing Coordinator**

**Reports to:** Director, Materials Management  
**Department:** Finance  
**Compensation:** BL 6  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Primary function is support for Child Nutrition programs and their \$3 mil in inventory purchases, other needs for CN as they arise, as well as various other commodities as assigned.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Bachelor's degree in management, business or related field

##### **Specialized Knowledge, Licenses, etc:**

- Purchasing certification (CPM or CPPO) desired.

##### **Experience:**

- Five years of purchasing experience at professional level required.

#### **Scope of Authority (If Applicable):**

- 1-2 Clerical positions

#### **Customer Contacts (Internal and External):**

- Site/department staff, vendors, public

#### **Duties and Responsibilities:**

- Management Skills
  - Evaluates bid responses, alternatives, and selects best bid.
  - Monitors inventory position, purchases, and distributes food service staple items.
  - Interviews vendors and evaluates product lines for pertinent items.
  - Develops annual contracts for large volume items.
  - Keeps management informed as to market conditions, shortages, and trends.
  - Interprets district bidding and purchasing procedures to vendors.
  - Controls inventory position to assure maximum value will be obtained for expenditures.
  - Assists in selection and purchases furniture, office equipment, athletic equipment and physical education supplies.
  - Implements procurement policies and procedures in accordance with School Board policy and State law.
  - Maintains sound relations with vendors and works with them to improve value of items purchased while seeking to develop new and improved sources of supply.
  - Assures that suppliers deliver as contracted, investigates field questions/problems with materials, and arbitrates discrepancies.
  - Demonstrates effective communication skills and diplomacy with all levels of personnel.
  - Utilizes sound purchasing practices and adheres to strict code of ethics.
  - Displays objectivity as well as good organizational and exceptional analytical skills.
- Leadership Skills
  - Develops purchasing skills of subordinates.
- Products
  - Prepares requisitions for food service based on needs projections/menus several months in advance.
  - Edits and revises grocery orders for each site weekly based on availability and current items/packs.
  - Supervises creation of bid documents and subsequent spreadsheet comparisons.

- Coordinates the evaluation/testing of new products and services.

- Administrative Responsibilities
  - Maintains and controls the warehouse data reports for food service and physical education inventories.
  - Utilizes Walker financial system for daily workflow and research.
  - Works closely with the Directors of Athletics and Child Nutrition Services in an advisory capacity regarding market conditions, specifications, and product acquisition/evaluation.
  - Assumes the duties of the Director in her absence.
- Professional Responsibilities:
  - Keeps abreast of current practices in purchasing through professional organization membership, journals and seminars.
  - Keeps current in knowledge of materials, products and equipment through vendor contact, literature, and trade shows.
- Other Responsibilities
  - Performs other tasks as assigned by the Department Director of Purchasing.