

Job Title:	Purchasing Agent	Wage/Hour Status:	Exempt
Reports to:	Assistant Director	Pay Grade:	103
Dept. /School:	Procurement & School Resources	Date Revised:	August 28, 2024

Primary Purpose

Coordinate projects and initiatives to ensure efficient delivery of various projects under Procurement & School Resources. Ensure procurement policy and procedures are implemented.

Qualifications**Education/Certification**

Bachelor's Degree with three (3) years purchasing experience or,
High school diploma with six (6) years purchasing experience

Special Knowledge/Skills

- Knowledge of computerized bid, ordering, purchasing, and distribution procedures
- Strong communication, public relations, and interpersonal skills
- Knowledge of public purchasing laws, local policy, procedures and guidelines
- Knowledge of accounting principles and the application of these principles to public school finance.

Experience

Three (3) years purchasing experience

Major Responsibilities and Duties

1. Review items being submitted to the board to ensure accuracy and board policy compliant.
2. Act as liaison with key stakeholders for board item submittal.
3. Maintain Local Government Officer (LGO) forms on file for personnel with authority to make purchasing decisions for their campus or department.
4. Submit reports to the board to ensure LGO compliance.
5. Maintain a professional level of confidentiality in office, regarding special projects and documents.
6. Coordinate internal and external audits.
7. Coordinate open records requests.
8. Assist in the preparation and development of competitive solicitations and purchase orders.
9. Ensure all templates for bidding and vendor solicitations are accurate and updated.
10. Keep records, files and other documentation necessary to obtain Board approval.
11. Verify product or service requests, and update specifications for competitive solicitations.
12. Consult catalogs for product prices, delivery, and quantity.
13. Interview sales personnel to obtain prices and specifications as needed.
14. Verify delivery dates and confer with suppliers concerning late deliveries and variations of purchases.
15. Maintain vendor performance records and ensure bid listings are kept current.
16. Assist various departments, such as maintenance, food services and transportation with competitive solicitations for vehicles, equipment, or services as needed.
17. Ensure competitive solicitations are executed for miscellaneous products such as: medical, art, library, maintenance, instructional, vocational, computer, and warehouse supplies.
18. Articulate the district's mission to the public regarding purchasing and conservation of public funds.
19. Coordinate annual competitive proposals for contracts for paper, cleaning supplies, etc.
20. Coordinate and authorize vault combination changes for schools.
21. Enforce pricing terms and conditions of contracts and verify receipts.
22. Research the status and performance of materials and products to determine cost effectiveness.
23. Ensure bid schedules are up to date and assigned departments are alerted of expiration dates or changes in their active bids.
24. Provide training to assigned personnel.
25. Perform other duties as assigned by supervisor.

Policies, Reports and Law

1. Adhere to district policies, and federal and state guidelines in areas of responsibility.
2. Assist in developing and administering procedures and policies related to procurement and school resources.

Supervisory Responsibilities

Supervise and evaluate assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and works with frequent interruptions; occasional prolonged and irregular hours. Handle confidential information. Prolonged use of the computer, repetitive hand motions.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.