



Flour Bluff Independent School District Job Description

JOB TITLE: Purchasing Agent

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Chief Financial, Business, and Operations Officer

DATE REVISED: 12/2024

PRIMARY PURPOSE:

- Coordinate and manage the purchasing activities of the district. Ensure compliance with applicable state and federal laws and regulations governing school district purchases of goods and services.

QUALIFICATIONS:

EDUCATION/ CERTIFICATION:

- Bachelor's degree in business, accounting, or related field
- Master's degree in business administration, preferred

SPECIAL KNOWLEDGE/ SKILLS:

- Knowledge of competitive bidding statutes and purchasing procedures
- Knowledge of accounting and auditing principles
- Knowledge of Financial Accountability System Resource Guide (FASRG)
- Knowledge of Education Department General Administrative Regulations (EDGAR)
- Proficiency skills in keyboarding and file maintenance
- Ability to work with numbers in an accurate and rapid manner
- Ability to use software to develop spreadsheets, databases, and complete word processing
- Effective organizational, communication, and interpersonal skills

EXPERIENCE:

- Two years professional level purchasing agent experience in public sector

MAJOR RESPONSIBILITIES AND DUTIES:**PURCHASING:**

1. Oversees purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and in compliance with state purchasing rules.
2. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
3. Evaluate formal bids and make recommendations for the awarding of contracts to chief financial officer for school board approval.
4. Obtain and evaluate comparative prices and quotations. Make purchasing decisions based on information obtained.
5. Develop vendor and bidder lists and approve additions.
6. Approve purchase orders and monitor all purchase requisitions accuracy of information, calculations, and coding.
7. Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and receipt of proper credit.

PERSONNEL MANAGEMENT:

8. Select, train, evaluate, and supervise purchasing staff and make recommendation relative to assignment, retention, discipline, and dismissal.

ADMINISTRATION:

9. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.

OTHER:

11. Follow district safety protocols and emergency procedures.
12. Has regular in person attendance and complies with notification procedures for absences.
13. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands:

Maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.