

Union Public Schools Job Description

Position Title: Senior Purchasing Specialist
Department: Purchasing
Reports To: Director of Purchasing and Supply Management

FLSA Designation: Exempt

SUMMARY: Assists the Director of Purchasing & Supply Management in various procurement functions including, but not limited to, contract review; procurement solicitations; vendor management; purchase approvals; sourcing; and other procurement processes as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- *Manage supplier/vendor onboarding:*
 - Communicates with prospective and current suppliers.
 - Maintains vendor profiles in software system (ERP/Munis).
 - Approves vendors in WebProcure and enters into software system (ERP/Munis).
 - Analyzes and determines supplier qualifications including, but not limited to, insurance and compliance requirements.
- *Supplier relationship management:*
 - Collaborates with end users to evaluate and track supplier performance.
 - Communicates effectively with suppliers.
- *Contract management:*
 - Creates and manages contracts in WebProcure.
 - Coordinates contract changes.
 - Expedites contract documentation.
 - Reports and communicates contract deadlines.
- *Sourcing duties as assigned:*
 - Analyzes sourcing strategies.
- Reviews and approves requisitions in software (ERP) workflow.
- Deposits surplus revenue checks.
- Works with various software applications, entering and retrieving data as needed.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time warehouse and distribution center employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree in business, accounting or supply management from an accredited college or university preferred. Knowledge and experience in governmental purchasing and buying practices preferred. Two (2) years of buying experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified Public Procurement Buyer (CPPB) preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of an organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Must have strong communication, interpersonal, organizational and computer skills. Ability to develop effective working relationships with staff, vendors, and the school community. Ability to communicate clearly and concisely. Experience in management of multiple, simultaneous tasks under time and accuracy constraints. Ability to perform the functions of the position with minimal supervision and remain self motivated. Ability to communicate tactfully, effectively, and positively with District personnel. Strong analytical skills.

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 almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work in an office environment; sustained posture in a seated position for long periods of time. The noise level in the work environment is usually quiet.