

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS
SOMERSET (SOMERSET COUNTY), NEW JERSEY
JOB DESCRIPTION**

TITLE: PURCHASING MANAGER

I. POSITION SUMMARY

The Purchasing Manager's primary function shall assist in the efficient and effective operation of the business office, specifically in the area of purchasing. Under limited supervision, the Purchasing Manager shall apply and share higher levels of knowledge and skill, exercise independent judgment, and initiate independent action in his/her fulfillment of the goal and responsibilities of this position. S/he shall also assist the department administrator in the fulfillment of other administrative responsibilities as may be required. S/he shall become an expert in the implementation of state and federal procurement laws and regulations.

II. DUTIES

- A. Advertise, prepare and e-mail/mail, open and review all bid/quote packages for the district including all construction projects.
- B. Maintain all bid and quote files.
- C. Contact various state agencies for verification of State Contracts, Public Works Contractor Registration Act certifications, Prevailing Wage documents and insurance companies.
- D. Construction Files - Maintain certified payroll, monthly manning reports, insurance certificates and Public Works Contractor Registration Act certifications for all contractors performing constructions work in the district.
- E. Maintain Business Registration Certificate and Political Contribution Disclosure Form (Pay-to-Play) files.
- F. Prepare motions/resolutions for Board Meetings.
- G. Forward Notice of Awards for Professional Services and Consultants after the Business Meeting to be published in district's official newspaper.
- H. Send award/regret to inform you/rejection letters to vendors after the Board of Education awards contracts.
- I. Review availability of state/county and other purchasing cooperatives for use by the district; and make use of the State Contract Purchasing program.
- J. Develop and maintain the districts School and User Report for the on-line ordering system. Receive, breakdown and distribute purchase orders to Budget Managers, upon return of purchase orders put award on the agenda.
- K. Ensure invoices/payments to contractors for large construction projects are in compliance with the Prompt Payment law.
- L. Assist with miscellaneous accounts payable problems.
- M. Type purchase orders when necessary.
- N. Review and approve purchase orders; ensuring compliance with Public School Contracts Law and Chart of Accounts.
- O. Maintain vendor information in purchase order management system.
- P. Maintain and update the purchasing manual.

- Q. Create Standard Operating Procedures for Purchasing, develop a purchasing calendar and conduct an annual in-service program for staff.
- R. File timely notices with State regarding purchases in excess of \$2,000,000 and \$10,000,000.
- S. Regularly attend in-service programs regarding purchasing.
- T. Other duties as may be assigned.

III. APPOINTMENT

The Purchasing Manager shall be appointed by a majority vote of the Board of Education. The position shall be a twelve-month position and shall not be eligible for tenure in accordance with applicable law.

IV. REPORTS TO

The Purchasing Manager shall be responsible to, and evaluated by, the Assistant Superintendent for Business or the Assistant Business Administrator.

V. QUALIFICATIONS

- A. Previous experience in public school business office, with 3 years preferred.
- B. Ability to effectively utilize word processing, spreadsheet, and other office software, and such office equipment, as may be currently used in the high school Principal's office.
- C. Effective problem-solving, organizational, human relations, and written and verbal communication skills.
- D. Ability to communicate and work effectively with staff and other school district constituencies.
- E. Demonstrated ability to analyze a situation accurately, and adopt and implement an effective course of action.
- F. Associates Degree preferred.
- G. Successful prior experience with accounting responsibilities (e.g., budgeting; financial analysis and forecasting; management of receipts and disbursements; financial reconciliations; financial reporting).
- H. Such alternatives to the above qualifications as the Superintendent may find acceptable

APPROVED:

Superintendent of Schools
Dr. John Ravally

Date: