

## SCHOOL DISTRICT NO. 35 (LANGLEY)

**JOB TITLE: Purchasing Supervisor**

**DEPARTMENT:** Purchasing

**DATE:** May 2011

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### **SUMMARY:**

Reports to the Manager – Purchasing and Logistics, the Purchasing Supervisor is responsible for performing delegated purchasing functions and for the day to day supervision of the purchasing and mailroom staff.

### **DUTIES AND RESPONSIBILITIES:**

- Supervises purchasing employees including planning, organizing, assigning, scheduling and coordinating work.
- Purchases supplies, capital equipment and services for all District locations.
- Coordinates the competitive bidding process for products/services as directed from establishment or review of tender specifications, establishes bid terms and conditions, invitations and advertising of tenders, the public opening and bid summary process.
- Liaises with District Administrators and Managers for planning or acquisition of materials and methods of procurement.
- Meets and maintains positive vendor relations with Sales Managers, representatives of vendors who provide goods or services to the District and with all levels of government agencies.
- Ensures the critical timing and delivery of supplies and equipment for schools and facilities to help maintain their service levels and provide products, equipment and services.
- Assists with the yearly planning and scheduling for system and inventory contracts, and to meet with customers and vendors to plan product(s) and delivery.
- Performs purchasing duties and adheres to the District's purchasing policies and procedures:
  - review requisitions for adequate descriptions; research, analyze, and compile data regarding product information
  - develop standardized lists of material, giving consideration to educational requirements, availability of service and compatibility with existing equipment.
  - prepare and forward requests for quotations/requests for information to suppliers; evaluate quotations; recommend successful bidders; negotiate prices and terms; ensure all tax exemptions are taken and supply product information, prices, etc. as required
  - research and negotiate timely settlements of claims and invoice-related problems as required
  - document all relevant information, negotiations and discussions regarding quotations, purchase orders, contracts, invoices, etc.
- A working knowledge of policies, procedures, regulations and tax policies related to purchasing as well as assisting with the preparation and implementation of new purchasing policies and procedures.
- Assists with the Purchasing Department's annual budget.
- Visits schools/facilities on a scheduled or 'as requested' basis to accommodate effective communication between customers and purchasing as to needs, expertise and develop an ongoing liaison with schools, facilities and suppliers to develop product descriptions which provide Best Value to the district.

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**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Certified Professional Purchaser certification and completion of a Business Degree desired or Grade 12 graduation supplemented by post secondary courses in purchasing, contract law, and the laws of competitive bidding equivalent to Level 3 of the Purchasing Management Association or an equivalent combination of education and experience.
- Five years related experience purchasing various types of industrial goods, capital equipment and services using a competitive bid process, contract development and administration, resolution of contract issues and vendor negotiations.
- Ability to communicate effectively using tact, discretion and diplomacy in contacts of a difficult or specialized nature.
- Ability to supervise purchasing employees.
- Good working knowledge of purchasing terms, laws of competitive bidding, best purchasing practices, contract law and some knowledge of risk management.
- Ability to interpret, analyze and use judgement in the application and modification of methods and procedures.
- Advanced knowledge of electronic purchasing systems and software and use of internet as a research tool and competency using Microsoft Excel and Word.
- Valid BC Driver's License.
- Physical ability to perform the required duties.