



Purchasing Agent

SUMMARY: Under basic supervision, manages purchasing activities for the Mandan Public School (MPS) district; manages cooperative purchasing, bid requests, and warehouse facility.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Manages District purchasing functions in compliance with MPS policies and established purchasing procedures; maintains MPS requirements for professional integrity, ethics, and confidentiality.
- Makes decisions within limits of delegated authority on selection of suppliers, acceptance of bids, and determination of the most cost effective procurement method.
- Manages and operates the district warehouse; maintains physical inventory of supplies and materials; tracks the physical locations of all materials, and organizes warehouse for efficient storage and retrieval of materials.
- Verifies accuracy and condition of all materials requisitioned against appropriate paperwork; coordinates delivery to District facilities.
- Receives materials and supplies; verifies incoming shipments for appropriate quantity and quality; contacts vendors about discrepancies; processes packing slips, requisitions, and purchase orders; fills requisitions as available, and informs management of problems and supply issues.
- Manages the accounts payable process; reviews and approves payment requests for purchases.
- Assists with data entry and database updates.
- May schedule and supervise temporary staff.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High school diploma or GED equivalent; AND two years warehouse and inventory control experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- Basic shipping and receiving practices and procedures.
- Warehouse operations and procedures.
- Safety rules and regulations.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Operating warehouse in a safe manner, in compliance with state and local regulations.
- Safely driving and operating power forklift and delivery truck.
- Following and maintaining safety standards.
- Following verbal and written instructions and procedures.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment and in warehouse work environment; frequent lifting, carrying, and moving of materials and equipment.