

SOUTHERN EDUCATIONAL SERVICES
COOPERATIVE JOB DESCRIPTION

POSITION: Coordinator of Purchasing

IMMEDIATE SUPERVISOR: Chief School Business Official, Director of Purchasing

FLSA STATUS: Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code § 18A-4-8: extended employment terms may be established by the SESC

SALARY: In accordance with the SESC salary schedule for professionals, commensurate with experience and degree level

EVALUATION: Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code § 18A-2-12, State Board Policy 5310

JOB SUMMARY: Responsible for assisting the RCBOE Director of Purchasing in procurement of complex goods and/or services as well as reviewing proposals and bids, legal and financial requirements, analyze lease proposals, monitor inventory

PERFORMANCE RESPONSIBILITIES:

Assists the Director of Purchasing in the following duties:

- Writes requests for proposal and bid solicitations based on approved business for the RCBOE
- Confers with supplier representatives to insure full understanding of bid requirements and keep familiar with new or revised product/price changes
- Evaluates quotations
- Edits requisitions
- Recommends alternative items to reduce costs or improve delivery time
- Tests products offered by suppliers
- Makes recommendations in awarding of contracts
- Provides background data when recommending other than low bidder
- Maintains proper receipts, credits and reconciling differences between RCBOE and vendors
- Signs contract documents within the scope of authority
- Maintains attendance
- Coordinates and oversees warehousing functions
- Other duties as assigned

QUALIFICATIONS:

- A minimum of a bachelor's degree in a business-related area.
- Thorough knowledge of a wide variety of material, equipment and services as necessary for the efficient and effective operations of a public school system
- Excellent ability to write clear proposals, bid specifications for all types of goods and services as required by Raleigh County Schools.
- Knowledge of County, State and Federal policies relating to purchasing functions
- Excellent ability to express ideas well, orally and in writing
- Present self in an effective and professional manner
- Considerable skill in dealing effectively with program users and supplier representatives
- Skill in analyzing requests for proposals and bid quotations
- Ability to interpret and relate to contracts, agreements and other financial documents. Make recommendations concerning awarding of contracts
- Excellent human relation and communication skills
- Must be an excellent manager of time with capabilities to define priorities

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 regularly required to sit, talk or hear for prolonged periods of time. The employee is frequently required to walk, use fingers, tools or controls. The employee is required to reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and depth perception. Occasionally the employee will lift up to 50 pounds such as to lift a file or paper.

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. The noise level in the work environment is usually quiet to moderate (25-70d8). The employee is continuously interacting with the public and staff

APPLICATION PROCESS AND DEADLINE TO APPLY:

Please submit resume to: Jason Butcher – jlbutter@wvesc.org
Deadline to Apply: April 21, 2022 – or until filled