

AGENT -- PURCHASING (Continued)

- * (8) Assist in and be responsible for the creation and revision of Requests for Quotations (RFQ), Invitation for Bids (IFB), Request for Proposals (RFP), and Invitation to Negotiate (ITN).
- * (9) Track, receive and update vendor insurance certificates in accordance with district policies and procedures.
- * (10) Interact with vendor community on a regular basis.
- * (11) Create Purchasing Department board agenda.
- * (12) Maintain and update Purchasing Department budget.
- * (13) Process and maintain Purchasing Department payroll time sheets in accordance with the payroll calendar.
- * (14) Process and maintain Purchasing Department Application for Leave forms.
- * (15) Supervise assigned personnel.
- * (16) Adhere to state statutes and district purchasing policies and procedures.
- * (17) Serve on school/district committees as required or appropriate.
- * (18) Adhere to good safety standards.
- * (19) Attend all staff meetings and workshops.
- * (20) Assist with maintaining a clean and orderly environment.
- * (21) Be knowledgeable of and adhere to Board policies and procedures.
- * (22) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Demonstrate support for the school district and its goals and priorities.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Follow attendance, punctuality and proper dress rules.
- * (28) Maintain confidentiality regarding school/workplace matters.
- * (29) Maintain expertise in assigned area.
- * (30) Manage time efficiently.
- * (31) Model and maintain high ethical standards.
- * (32) Participate in cross-training activities as required.
- * (33) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (34) Maintain updated and accurate records.
- * (35) Represent the District in a positive and professional manner.
- (36) Perform other duties as assigned.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

Adopted: 8/18/15

Revised: 8/29/19 (Superintendent)