



Job Title: Procurement Manager

Department: Materials Management
Reports To: Director, Materials Management
Grade: BG-08
Number of Days: 12 Months
Security Access: ESC
Current Date: November 1, 2014
Overtime Status: Exempt

Position Summary: Manage the Procurement function and RFP processes.

Minimum Qualifications:

- Bachelor's Degree in management, business or related field.
- Five years of management/purchasing experience.
- Purchasing certification preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Demonstrates effective communication skills and diplomacy with all levels of personnel.
- Creates spreadsheets, manages reporting and compiles management trend reports.
- Manages contract schedule including all activities necessary to ensure timely re-solicitation or renewal, including vendor interface, contact with user departments and contract administrators.
- Interprets district bidding and purchasing procedures to vendors and staff.
- Displays objectivity as well as good organizational and exceptional analytical skills.
- Utilizes sound purchasing practices and adheres to strict code of ethics.
- Implements procurement policies and procedures in accordance with School Board policy and State law.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- MS Office, Munis

Supervisory Responsibility:

- 4 Exempt Staff (2 coordinators, 1 Buyer, 1 Assoc Buyer)

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office

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