



T U L S A

PUBLIC SCHOOLS

Job Title: Purchasing Projects Manager

Department: Materials Management
Reports To: Director of Materials Management
Grade: BL-04
Number of Days: 12 Months
Security Access: ESC
Current Date: June 14, 2013
Overtime Status: Exempt

Job Objectives: Manage Purchasing projects and support.

Minimum Qualifications:

- High School Diploma

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.

- Manages contract schedule including all activities necessary to ensure timely re-solicitation or renewal, including vendor interface, contact with user departments and contract administrators.
- Creates solicitation documents and executes process.
- Manages board agenda item workflow from requisition through solicitation, final approval, contract coordination with District attorneys and vendors.
- Coordinates MUNIS training activities for Purchasing.
- Creates spreadsheets, compiles management trend reports.
- Maintains sound relations with vendors, answers routine inquiries, interprets district purchasing procedures to vendors and staff.
- Tracks multiple priorities, maintains detailed records, creates routine correspondence.
- Ensures proper solicitation documentation is obtained, indexed and archived in reference files.
- Maintains the Purchasing Office webpage content on TPS intranet and internet.

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

- Proficient with MS Office and Excel.

Supervisory Responsibility: Does not directly supervise any individuals.

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

- Office

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.