

## **PURCHASING OFFICER**

### **PURPOSE:**

This position is responsible for the proper purchasing of goods and materials required by the School Division and maintaining accuracy and integrity of purchase orders, invoices, and the competitive bidding process. This position is also responsible for ensuring that purchasing conforms to provisions contained in Provincial Legislation and governmental trade agreements.

This position reports directly to the Manager of Corporate Services and indirectly to the Chief Financial Officer.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Ensure that all purchases are made solely for the benefit of the school division
- ⇒ Assist with interpreting Board purchasing policy and purchasing processes
- ⇒ Analyze purchase requisitions, research products, solicit and receive quotations in accordance to the Purchasing Policy
- ⇒ Assist in negotiating or determining contract terms and conditions, award supplier contracts and/or recommend contract awards
- ⇒ Acquire goods and services by issuing purchase orders or by purchasing through e-commerce (procurement cards) in accordance with Board policy and purchasing standards
- ⇒ Ensure that requests to purchase goods or services are properly authorized by budgetary manager and assist budgetary managers with appropriate account code usage
- ⇒ Establish delivery schedules, monitor progress and contact suppliers or clients to resolve problems
- ⇒ Provide the Shipper Receiver with all relevant material to facilitate the receipt of goods at the Education Centre and assist in the distribution thereof
- ⇒ Assist the Shipper Receiver in resolving supplier/client issues, expediting orders and dealing with returns
- ⇒ Responsible for shipping and receiving duties in the absence of the Shipper Receiver
- ⇒ Assist in the administration of the Division's Purchase Card Program, including establishing new accounts, cardholder and approver support, monthly transaction approval and reporting
- ⇒ Follow up with budget managers and cardholders about missing documentation, incorrect budget codes and/or specific issues with purchasing cards
- ⇒ Maintain proper purchasing and vendor files and records
- ⇒ Provide Accounts Payable personnel with appropriate documentation to facilitate payment of invoices and assist in resolving purchasing/invoicing problems or conflicts
- ⇒ Responsible for other data entry required for preparation of reports that may be required for internal and external use
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements
- ⇒ Perform other related duties as assigned

## **QUALIFICATIONS:**

### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade XII at an educational institution that is recognized by the School Division and Ministry of Education, and
- ⇒ Training from the Supply Chain Management Association, such as a Diploma or Designation and/or minimum of three years' experience working in a public purchasing environment
- ⇒ Training and/or knowledge of intermediate accounting techniques and principles

### **REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ No licensing or certification is required for this position.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information
- ⇒ Physically fit and capable of lifting heavy objects
- ⇒ Ability to operate lifts, pallet jacks, and fork lifts
- ⇒ Demonstrated knowledge of computer technology and software applications within the Windows Environment (ie: Microsoft Word XP, Excel, Outlook Express, PowerPoint, Atrieve, SRB software including familiarity with the accounting and purchasing modules) associated with the duties and responsibilities of this position
- ⇒ Knowledge of and ability to use office equipment, including but not limited to, multi-function devices, personal computers, etc.
- ⇒ Ability to perform meticulous and accurate data entry and calculations
- ⇒ Ability to use the internet as a research tool to source products, compare pricing and to obtain pertinent vendor information
- ⇒ Ability to work independently with minimal supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards
- ⇒ Excellent interpersonal and communication skills, both verbal and written.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Manager of Corporate Services
- ⇒ Ability to establish and maintain effective working relationships with all staff, suppliers and the public demonstrating tact and diplomacy
- ⇒ Possesses good organizational skills being skilful in prioritizing multiple demands
- ⇒ Must be self-directed, task and goal oriented
- ⇒ Demonstrated knowledge of and ability to operate within Board policies and procedures
- ⇒ Excellent knowledge of purchasing methods and procedures

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**