

Purchasing Supervisor

Position Details

Class Code: 3025

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises the procurement of equipment, supplies, and services in accordance with state and Clark County School District guidelines.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises daily purchasing operations of assigned commodity responsibilities.
2. Receives purchase requests from schools and departments; clarifies needs with requester, if required, and assigns to a buyer.
3. Researches potential suppliers to expand supplier base.
4. Develops specifications for a variety of equipment and supplies; ensures that specifications are consistently written to provide a common basis for evaluations.
5. Coordinates the workflow for assigned staff.
6. Assists in supply and production evaluations.
7. Conducts technical research related to equipment and specifications.
8. Issues invitations to bid or requests for quotations.
9. Communicates both verbally and in writing with potential suppliers to establish working relationships, explain purchasing practices and policies, obtain and provide product service information, and resolve problems.
10. Reviews and evaluates bids or quotations for price, cost, and value.

11. Administers supplier contracts.
 12. Recommends orders for contracts.
 13. Approves orders and change orders.
 14. Provides input for the evaluation of assigned staff.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves developing specifications and supervising the process of purchasing supplies, services, and equipment through informed open-market methods and formal competitive bid procedures. Supervises assigned staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of local government and state purchasing practices, procedures, and related business laws.
2. Knowledge of organizational, managerial, and supervisory principles and procedures.
3. Knowledge of commercial supply services and common business practices with respect to sales, prices, discounts, deliveries, stocks, and shipments.
4. Knowledge of equipment specifications.
5. Knowledge of data processing and financial systems.
6. Ability to use computers and software applications related to the department.
7. Ability to supervise, train, and evaluate employees.
8. Ability to communicate clearly, verbally and in writing.
9. Ability to coordinate activities between departments.
10. Ability to plan, set priorities, and organize work.
11. Ability to read and interpret materials.
12. Ability to concentrate on the accuracy of details.
13. Ability to create and manage a team environment.
14. Ability to conduct research and analyze data.
15. Ability to judge when to act independently and when to refer situations to an administrator.
16. Ability to meet predetermined deadlines.
17. Ability to work flexible hours or shifts.

18. Ability to work cooperatively with employees, vendors, other agencies, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Bachelor's degree in accounting, business, or finance and four (4) years of work experience in purchasing; or,
Associate's degree in accounting, business, or finance and six (6) years of work experience in purchasing; or,
Eight (8) years of work experience in purchasing.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Four (4) - year college degree.
 2. Supervisory experience.
 3. Certified Purchasing Manager (CPM).
 4. Certified Public Purchasing Official (CPPO).
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Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
 3. College transcript(s), if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District Purchasing and Warehousing Department/sections and auxiliary sites.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally; or a negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demand

Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity. Vision to read printed and online materials, a Visual Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting, outside weather conditions, travel to and from district facilities, and exposure to moderate noise intensity levels.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, copy machines, calculators or 10-key adding machines, fax machines, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/18/23
- Created: 05/04/93