



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** Purchasing Specialist  
**Department:** Finance  
**Report To:** Assistant Superintendent of Finance  
**Salary Guide:** Non-Affiliate A  
**Prepared Date:** 16 November 2021

**Position Summary:** The purchasing specialist coordinates activities involved with procuring goods and services such as raw materials, equipment, tools, parts, supplies, and advertising for the district through quotes, bid specifications/awards, or state contract.

**Qualifications:** Bachelor's degree preferred; Associates degree with 1 - 3 years' experience and possession of New Jersey certificate as a registered purchasing professional (or the successful completion of the Purchasing Certificate Program – Registered Public Purchasing Specialist/Official within a designated time period). Detailed knowledge of statutes and regulations applicable to New Jersey public school districts required.

**Essential Duties:** The purchasing specialist has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which they are expected to be familiar.

#### Purchasing

- Assure that the district remains in compliance with all applicable laws regarding purchasing.
- Serve as resource on issues of compliance with federal and state statutes and regulations, including affirmative action requirements.
- Confer with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Prepare a cost analysis or comparative cost study regarding each purchase.

- Select products for purchase by analyzing cost and quality of items in conjunction with department heads.
- Have a working technical knowledge of goods and services to be purchased.
- Estimate values according to knowledge of market price by tracking market conditions, price trends, anticipate consumer buying patterns, or future markets.
- Seek to obtain the highest quality merchandise at the lowest possible purchase costs.
- Determine method of procurement such as direct purchase, bid, quotation, state contract or NJSA 18A:18A 5e- 10 percent below state contract.
- Prepare and submit advertisements for bids/quotations.
- Open, read, and record bid information as necessary.
- Review bid proposals and negotiate contracts within budgetary limitations and the scope of authority to determine that statutory bid requirements are met.
- Collect and maintain bid, quotations, and contract documents.
- Evaluate suppliers on the basis of price, quality, service support, availability, reliability, and selection.
- Provide information to the Board Secretary as required for the award of the contract.
- Assure the correct account coding is assigned to each purchase.
- Approve purchase orders for payment at level two in three- step approval process before final approval, which is the assistant superintendent of Finance.
- Maintains procurement records such as items or services purchased, cost, delivery, product quality, or performance and inventories.
- Discuss defective or unacceptable goods or services with inspection and or quality control personnel, users, vendors, and others to determine source of trouble. Take corrective action, as needed.
- Expedite delivery of goods to users, when necessary.
- Prepare annual purchasing manual for the district.

#### **Relationship to the Finance Department**

- Assist the assistant superintendent of Finance in establishing department goals and improvement objectives.
- Advises the assistant superintendent of Finance on department needs.
- Communicate regularly on the status of purchasing projects or requests.
- Work collaboratively with Accounts Payable.

#### **Relationship to the Principals, Directors, and Supervisors**

- Confer with appropriate administrative personnel on matters of concern.
- Serves as a resource person to principals, directors, and supervisors.

#### **Additional Responsibilities**

- Perform such other tasks and assumes such other responsibilities as the assistant superintendent of Finance, from time to time, may assign or delegate.

## **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Systems 3000, Google Suite, Genesis Employee Portal, Genesis Student Information System, and Genesis Staff Management.

## **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

## **PHYSICAL DEMANDS**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **TERMS OF EMPLOYMENT**

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

## **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with

reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**Board Approval Date:** 11/16/2021

**Certified by:**   
**Director of Human Resources**