District Procurement & Inventory Coordinator

This position reports to the Business Manager/CFO and is assigned the responsibility for providing leadership and support in the purchasing and inventory of supplies and equipment used to support the district. This will include, but not limited to, planning, preparation of request for quotations, presentations, and extensive facilitation with vendors and staff. The District Procurement & Inventory Coordinator will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

**DUTIES & RESPONSIBILITIES:** (Revised/Adopted: 12/09/2008)

Duties & responsibilities are not all inclusive but may include the following:

- Directs all inventory activities for the district.
- Inspects items for conformance with specifications.
- Conducts inventories and maintains inventory records and reports. Keeps district site inventory current. Conducts routine physical inventories of equipment at all sites and maintains a current list of inventories and variances.
- Assists CFO in preparing financial statements that conform to GASB 34 & 35 in the area of equipment, and establishing depreciation of equipment that conforms to GASB 34 & 35.
- Assists in the development, implementation and evaluation of Inventory Protocol Procedures.
- Solicits telephone quotes as needed.
- Receives bid/quote specifications as received and re-writes when necessary before processing. Contacts vendors regarding questions on a submitted bid or to request additional information.
- Acts as liaison to the agency purchasing agent/Central Purchasing.
- Assist the CFO in assessing the value of equipment and materials.
- Confers with department heads, vendors, and outside agencies concerning purchases, deliveries, and acceptability of supplies.
- Assist campus directors and district administrators in securing, tracking, and disposing of inventory within and between sites and works directly with campus inventory control personnel in inventory management including surplus equipment and disposal through electronic auction, sealed bid, and other appropriate venues.
- Coordinate the surplus of damaged and/or used materials and equipment.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents in this position should possess strong communication skills, organizational skills, the ability to coordinate multiple projects concurrently with minimal supervision, and to effectively present information and respond to questions from district staff, vendors, and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience:** Minimum requirements consist of a high school diploma or equivalent, Bachelor’s Degree preferred, with a minimum of five (5) years experience in purchasing/accounts payable with a working knowledge of inventory control and warehousing.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.