

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: E-002 - Purchasing Agent

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's Degree in Accounting, Finance, or Business Administration from an accredited college or university.
2. Minimum of three (3) years of accounting, finance, business office, audit or procurement experience.
3. Certification as a Registered Public Purchasing Agent or Qualified Purchasing Agent preferred.
4. Experience in school district accounting or business office operations.
5. Hold a valid driver's license with no serious violations.
6. Excellent integrity and demonstrate good moral character.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position
9. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
10. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: School Business Administrator, or designee

JOB GOAL: Under direction, the Purchasing Agent assists in managing the financial affairs of the school district by procuring products and services; accounting, preparing, maintaining, and reporting respective information for the district. This position provides supervision of other business office employees and will provide financial services, in a timely and in an efficient manner, and supports district educational services with financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Manage, coordinate, and integrate procurement work.
2. Assist in managing, supervising, and coordinating revenue and expenditure work.
3. Ensure that contract documentation is provided in a timely manner ensuring accuracy and consistency with generally accepted accounting principles and respective public contracting law.
4. Make inspections of complex and varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed.
5. Create and maintain centralized procurement records ensuring accuracy and consistency with common business practice.

6. Prepare and submit financial information to district administration and other government agencies as required.
7. Prepare and interpret procurement requests and current statements of allocations and disbursements of budgeted funds.
8. Perform audit and accounting work involved in recording revenue and expenses.
9. Under the direction of the Board Secretary / Business Administrator, apply for various discretionary grants or seek out other alternative funding sources.
10. Prepare and edit cost reports and other financial summaries.
11. Compile and prepare various internal financial reports or statistical compilations for district management purposes.
12. Conduct investigations, examinations, and other inquiries of accounts, records, and reports.
13. Prepare financial information tabulations.
14. Assist in designing, revising, and installing financial and record keeping systems.
15. Prepare detailed reports containing findings, conclusions, and recommendations.
16. Apply and adhere to New Jersey laws and regulations for accounting and contracting in school districts.
17. Use computers and/or electronic equipment to fulfill job functions.
18. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
22. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
23. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

BOARD APPROVAL DATE: June 27, 2019, Agenda Item H-2019-6

Revised: November 18, 2021, Agenda Item M-5