

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

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| Position: | Purchasing Agent and CCR&R Coordinator |
| Program: | Administration |
| FLSA Class: | Exempt |
| Position Accountable to: | Director- Business and Finance, Executive Director |
| Position(s) Accountable for: | N/A |
| Purpose of Position: | To plan, organize, facilitate and monitor purchasing, bidding and vendor contract functions of all RVCDS programs; researches issues with compliance and budget issue; building manager for 611 7 th Avenue location; to assist CCR&R directors |
| Educational Requirements: | Associate's degree in business administration or related field, at minimum |
| Experiential Requirements: | Specialized experience directly related to the duties of the position to be filled with the particular knowledge, skills and abilities to successfully perform the duties of the position is preferred. |
| Additional Training required | Fulfill requirements of Individual Staff Development Plan |
| Driver's License, Liability Insurance and Acceptable Driving Record: | Required |
| Provisional Employment Period | 90 days |

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| Capabilities/Skills: |
| <p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality; provide excellent customer service.</p> <p>Ability to be self-directed.</p> <p>Able to be reliable, responsible, dependable and flexible</p> <p>Possess excellent organizational, verbal, and written communication skills; computer experience specifically in MS Office; general knowledge of office machines.</p> <p>If applicable, must have the ability to travel.</p> <p>Must successfully pass a pre-employment drug screening.</p> |

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes and any other items that need to be moved.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep program director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Manage central purchasing including the procurement of materials, equipment and supplies.

Review purchase orders and invoices for accuracy and ensure the credit or discount is received and applied to appropriate funds.

Correspond with vendors and negotiate quotes.

Manage leased equipment and make recommendations to the directors for maintenance/replacement.

Research the availability and quality of equipment and supplies.

Maintain historical information.

Develop policies and procedures for the purchasing process, training on the process and facilitate purchasing meetings.

Prepare a variety of statistical reports regarding purchasing activities.

Building Manger- main point of contact for the landlord, phone system, security system, and manages and tracks keys.

Mentor Role- monitor delegated tasks to the Administrative Assistance and Administrative Secretary.

Assist the Directors with monitoring the status of each Resource and Referral program compliance with grants and obligations of fulfilling including staying with the budget allocations.

Stay abreast of the needs of each Resource and Referral program working closely with the Resource and Referral directors and administration.

Maintain Resource and Referral vehicle list, ensuring maintenance procedures, insurance and tags.

Controller of the process of the quarterly newsletters for the Resource and Referral programs according to the grant guidelines and other automated mailings with the agency.

Compiling and organizing annual grant applications; including analyzing budgets and projections.

Any other duties as assigned by Executive Director and Director- Business and Finance.

Signature

Date