

**DIRECTOR OF PURCHASING SERVICES**

**DEFINITION**

Under the direction of the Associate Superintendent of Business Services, plans, organizes, coordinates and supervises the operation of the District Purchasing Department, Warehouse, Print Shop, and Mailroom Services. Responsible for the evaluation and productivity of all assigned personnel; develops bid specifications and contracts; serves as a resource to District personnel regarding contracts, asset inventory, material, supplies and equipment; serves as a liaison between the District and various commodity vendors and manufacturers' representatives; assures compliance with legal codes related to the procurement and bidding process; supervises and evaluates the performance of assigned staff; and other related duties as required.

**ESSENTIAL DUTIES**

- Plan, organize, analyze and supervise buying and related purchasing functions, following all requirements in accordance with all applicable laws, and Educational and Government codes.
- Plan, organize, develop and implement procedures and guidelines relative to the warehousing and distribution of goods, supplies, material, and equipment.
- Plan, organize, develop and implement procedures and guidelines relative to printing and mail services.
- Plan, organize, and evaluate the performance of the purchasing, print shop, mailroom and warehouse personnel.
- Revise and update District purchasing policy and handbook as needed.
- Review, monitor and evaluate requisitions for supplies, materials, equipment and services to ensure that specification standards are observed.
- Assist, counsel and advise District personnel related to printing operational processes, buying standards, commodity supply sources and purchasing procurement time lines.
- Obtain quotations and data pertaining to the procurement of commodities and services.
- Prepare bid specifications for commodities and services and implement all legally required bid procedures.
- Review and analyze bid data; prepares reports; recommends the selection and awarding of bids.
- Organize, coordinate and direct buying and purchasing activities to ensure prompt delivery, correction of vendor shortages and damage, and the maintenance of quality control procedures.
- Review and evaluate equipment to determine replacement needs, and projected equipment needs to ensure high quality print and production standards.
- Review and evaluate inventory control records to ensure that the warehouse is appropriately stocked.
- Plan, organize, establish, and maintain contract service files and records, vendor files, and a supply and commodity catalogue library.
- Plan, develop and conduct personnel orientation and in-service training programs.
- Prepare a variety of management reports as required.
- Performs other duties as required.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- Principles, methods, procedures and techniques of the purchase of supplies, materials and equipment required for an educational organization.
- Sources of commodities, supplies and general marketing trends.
- Financial, inventory control, printing, mail, and purchasing record maintenance systems.
- Organization, coordination and supervision techniques.
- Standard purchasing terminology, specification development, bidding procedures, and public contract code.
- Federal and state rules, regulations and policies pertaining to purchasing, warehouse and asset inventory management.
- Principles and practices of administration, supervision, and training.
- Computer hardware, software and applicable software applications.

- Standard accounting procedures related to district, state and federal policies.
- Contract formats and language, scope of work components, and liability language.

**ABILITY TO:**

- Plan, organize, and administer the Purchasing, Print Shop, Mailroom, and Warehouse functions of the District.
- Interpret and apply legal mandates, rules, regulations and District policy pertaining to purchasing.
- Supervise and evaluate the performance of assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Analyze and evaluate commodity and service pricing and availability trends.
- Make mathematical calculations with speed and accuracy.
- Establish and maintain a variety of specialized technical and complex files, catalogues and records.
- Effectively operate a micro-computer and use appropriate software applications.
- Communicate effectively in oral and written form, utilizing a specialized and technical format. Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 40 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience**

Five (5) years of paid experience in purchasing for a large educational or public agency, including two (2) years in a supervisory position.

**Desired Qualification:**

Experience in the operation and supervision of a Purchasing Department in a school district. Certificate in Purchasing Management from an accredited program.

**Education**

Bachelor's degree in Business Administration/Management, Public Administration, Governmental Procurement or related field.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District liability insurance carrier.