

DIRECTOR OF PURCHASING

Purpose Statement

The job of Director of Purchasing was established for the purpose/s of directing purchasing and warehousing programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Assistant Superintendent - Business Services

Essential Functions

- Authorizes purchase orders, contracts, bids for the purpose of ensuring vendor compliance with regulatory requirements and established guidelines.
- Collaborates with internal and external personnel (e.g. other administrators, district staff, vendors, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. request for proposals, bids, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components.
- Coordinates activities and functions (e.g. pre-bid conferences, vendor presentations, informational meetings with varied staff, etc.) for the purpose of ensuring best practices in procurement.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. establishing assignments, overseeing purchasing functions, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates requisitions, change orders, bids, etc. used in the acquisition of supplies, equipment and/or services for the purpose of ensuring compliance with bid and/or order documentation ensuring proper use of district funds.
- Evaluates vendors and bids for the purpose of determining their capability to meet state, district, and department requirements.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Initiates bidding process (e.g. prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Maintains a variety of files (manual and machine) (e.g. vendor, contract, construction, purchase orders, etc.) for the purpose of providing required documentation and historical information.
- Manages a wide variety of program components (e.g. warehouse, inventory, delivery, etc.) for the purpose of ensuring district compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Negotiates with vendors for the purpose of ensuring purchases are within district requirements.
- Participates in meetings, conferences, workshops, etc. (e.g. state procurement regulations, school procurement laws, education classes, etc.) for the purpose of understanding the changes for updating and implementing district procurement procedures.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Prepares a variety of written materials (e.g. purchase orders, requisitions, change notice, bids, board reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; products and materials used in a school setting; pertinent codes, policies, regulations and/or laws; warehouse techniques and strategies; value analysis; and quantity buying techniques.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to State and Federal purchasing guidelines; maintaining confidentiality; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency Job-related experience with increasing responsibility

Required Testing

None Specified

Continuing Educ. / Training

As needed

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

8/15/2002

Salary Grade

Classified Management E