

MODESTO CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-PURCHASING

DEFINITION:

Under the direction of the Senior Director-Financial Services, plan, organize, control and direct the acquisition of materials, supplies, equipment and services; direct the operations of District warehouse and reprographics functions; train and supervise the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the acquisition, storage and distribution of materials, supplies, equipment and services.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.
- Provide technical expertise, information and assistance to the Senior Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action.
- Prepare recommendations regarding types and quantities of materials to be ordered; develop, recommend and establish standardized lists of furniture, equipment and supplies.
- Establish annual timelines for quantity purchases, consolidate orders for quantity purchase, and serve as representative in other purchasing matters.
- Receive and review requisitions for adequate data and authorization; receive price quotations from vendors by telephone, fax, e-mail or personal contact; compare prices and values to provide cost-effective purchase; supervise preparation of purchase orders and placement of orders.
- Manage the development of bid specifications and prepare bid documents; prepare bid advertisements; receive, open and tabulate vendor bid data for evaluation.
- Serve as District liaison with local, State, and federal agencies for exchange of information and exploration of cooperative purchase opportunities.
- Develop and maintain a follow-up and reporting system on purchase orders; coordinate resolution of discrepancies in purchase orders, shipments, receiving and billing between vendors and the site.
- Maintain central purchasing files which include vendor information, bid proposals, purchase orders and correspondence.
- Design, develop and implement system design changes to improve operational procedures.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Purchasing Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned.
- Compose letters, prepare and present reports to management and the Board.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business, public administration or related field and five years experience in purchasing systems including two years in a supervisory role.

Licenses and other Requirements

- Valid professional purchasing certification such as a Certified Purchasing Manager (C.P.M.), Accredited Purchasing Practitioner (A.P.P.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) issued by an authorized agency.
- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree from an accredited college or university with a specialization in business or equivalent combination of education and work experience related to the position.

Knowledge of:

- Applicable Federal, State and local regulations and ordinances relating to purchasing, shipping, receiving, disposal of surplus property and textbook controls.
- Planning, organization and direction of the acquisition of textbooks, materials, supplies, equipment and services, the warehouse function, the duplicating and reproduction function, and the Site delivery/mail function
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Plan, organize and administer the acquisition of materials, supplies, equipment and services.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.

- Driving a vehicle to conduct work.
- Evening/variable work hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 4/29/14

Board Approved: 5/19/14

FLSA Status: Exempt