

CENTRAL SCHOOL DISTRICT

Job Title: Director of Purchasing and Warehouse

Occupational Group: Management

Reports to: Assistant Superintendent of Business Services

Date of Board Approval: 10/20/2005

Work Year: 12 months

DEFINITION

Under the general supervision of the Assistant Superintendent, Business Services, plans, organizes, and supervises the operation of the Purchasing and Warehouse Departments of the District in order to maximize district resources for the education of our students; develops a variety of bid specifications and contracts; establishes and sets District purchasing standards; assures compliance with legal codes related to the procurement process; serves as a resource to District personnel regarding materials, supplies, and equipment; serves as a liaison between the District and various commodity vendors and manufacturers' representatives; supervises and evaluates the performance of assigned staff; and performs other related work as required.

QUALIFICATIONS

Education/Certification:

- Desired - Graduation from a college with a B.A. or B.S. degree specializing in Business Management or Business Administration, including coursework and training in accounting, purchasing, business law or a closely related field.
- Required - Valid California Drivers License and safe driving record.
- Required - CPR certification - must be obtained within six (6) months of employment and thereafter kept current

Experience:

- The equivalent of three years of responsible purchasing experience, including demonstrated leadership and management abilities.

Knowledge and Abilities:

Knowledge of:

Laws, codes, principles, methods and techniques of purchasing supplies, materials, services and equipment required for an educational organization; planning, organization and direction of Purchasing and Warehouse functions and operations; methods, practices and procedures of Purchasing and Warehouse; sources of supply, commodity markets, marketing practices and commodity pricing methods and differentials; warehousing procedures, material handling, inventory control and delivery; modern office practices, procedures and equipment; operation of various warehouse equipment; laws and regulations related to purchasing, management and disposing of school property; bidding procedures and placing of bids for supplies, equipment and public works; financial, inventory control and purchasing record maintenance systems; practices, procedures, methods and strategies of organization, supervision techniques and employee motivation; standard purchasing terminology, specification development and bidding procedures; employee rights as they relate to due process; supervision and evaluation techniques and the ability to apply them.

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Ability to:

Plan, organize and administer the Purchasing and Warehouse functions of the District; supervise and evaluate the performance of assigned staff; ability to organize and manage multiple projects; interpret and implement legal mandates, rules, regulations and general District policies as well as those policies pertaining to purchasing functions, fixed asset accounting, hazardous materials and wastes management and employee right to know programs; analyze and evaluate commodity and service pricing and availability trends; make arithmetical calculations with speed and accuracy; establish and maintain a variety of specialized technical and complex file catalogues and records; communicate effectively in oral and written form, utilizing a specialized and technical format; understand and carry out oral and written directions with minimal accountability controls; establish and maintain cooperative and effective working relationships with those contacted in the course of the workday; provide positive customer service.

ESSENTIAL – Essential duties include, but are not limited to, the following:

1. Establish Purchasing Department policies and procedures in accordance with all the applicable Government Codes (PCC, Ed Govt., Civil, etc.).
2. Plan, organize, control and direct the processing of all purchase requisitions and related purchasing functions for the District.
3. Plan, organize, control, and direct all activities of the Warehouse including the receipt, storage and distribution of supplies and equipment.
4. Supervise warehouse operations.
5. Prepare formal bid documents and supervise the conduct of bids; prepare bid specifications; review and analyze bid data and prepare reports recommending selection and awarding bids in conformance with State law and school district policy.
6. Monitor and control development, distribution and receipt of contract documents, including but not limited to, bonds, insurance documents, contracts, request for information, bid submittals, change orders and other related documents.
7. Attend a variety of meetings to maintain current on changes and laws relating to purchasing; conduct and facilitate meetings.
8. Interview and correspond with vendors and other representatives to keep informed of new products, market conditions and trends.
9. Locate sources of supply, compare costs and evaluate the quality and suitability of supplies, materials and equipment.
10. Coordinate the purchase of all types of supplies, materials and equipment.
11. Plan, coordinate, audit and maintain inventory of fixed assets and update annually suitable for compliance with GASB 34 and insurance standards.
12. Conduct sales and disposal of surplus equipment and materials according to District policy and State law; maintain inventory on surplus equipment.
13. Coordinate the management of District Warehouse Stores inventory.
14. Select, supervise and evaluate all employees in the department in accordance with District procedures and policies.
15. Supervises the maintenance of computerized stores inventory listing, catalogues, purchasing system and reports.
16. Maintain files, purchase orders, and other records and reports as required by District policy and State law.

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ESSENTIAL DUTIES (continued):

17. Assist, counsel and advise various District personnel pertaining to buying standards, commodity supply sources and purchasing and procurement procedures.
18. Collaborate with the Educational Technology Department to prepare e-rate applications for Schools and Library Division for reimbursement of telecommunication and Internet data lines.
19. Coordinate and supervise delivery of all goods and materials, instructional supplies, District and U.S. mail.
20. Make presentations to the governing board.
21. Establish, maintain, review and evaluate inventory control systems to ensure that the stores warehouse is appropriately stocked.
22. Arrange inspection or demonstrations of equipment materials suggested for purchase.
23. Plan, conduct, and/or assist in the development of personnel orientation, in-service training and/or staff development programs for purchasing warehouse personnel.
24. Perform other related duties as required.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Ability to pass Pre-Placement Physical

WORKING CONDITIONS

Office and outdoor environment; driving to perform duties at various district locations; position requires working in an indoor and outdoor environment and at times in inclement weather; may require climbing on ladder; employee will be exposed to a variety of environmental conditions; employee may be exposed to communicable diseases and anti-social behavior.

PHYSICAL REQUIREMENTS

Dexterity of hands and fingers to operate standard office equipment; the ability to sit for extended periods of time, see to read a variety of material in print and electronic formats, hear and speak to exchange information, walk, stand, bend, reach, lift, push, pull, reach overhead, kneel, squat, and climb stairs.

OTHER REQUIREMENTS

Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.