

DIRECTOR OF PURCHASING AND RISK MANAGEMENT

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent, Business Services, the Director of Purchasing and Risk Management plans, organizes and directs the district's purchasing, warehousing, contracting, and risk management functions; ensures that departmental work goals are met and that services are provided in an efficient and effective manner; ensures that staff utilize appropriate procedures and safe practices; receives and evaluates quotations and recommends and/or awards bids and contracts for the purchase of equipment, supplies and services.

DISTINGUISHING CHARACTERISTICS

The Director of Purchasing and Risk Management is a single-position, management classification responsible for planning, directing, supervising and controlling a District-wide program that ensures the integrity, comprehensiveness, accuracy, responsiveness, and applicability of all elements of District activities related to procuring, purchasing, contracting and bidding for goods and services to meet the District's operational needs with respect to instruction, business services and operations, human resources, and construction/repair of facilities, and directs the day-to-day risk management activities and programs to manage the District's exposure to risk and loss.

ESSENTIAL FUNCTIONS:

- Directs District's loss prevention and safety programs (e.g., conducts risk analysis and coordinates safety committee activities) for the purpose of minimizing District's losses due to liability.
- Develops long and short range plans/programs, (e.g., safety and accident reduction, periodic risk assessment analyses and studies, emergency/disaster preparedness, etc.) for the purpose of minimizing District's losses due to liability, including worker's compensation claims, and ensuring that the district's resources are effectively utilized.
- Plans/directs programs to maintain compliance with federal, state, and local safety programs, including CalOSHA and EPA regulations.
- Represents the district for the purpose of ensuring the best interests of the District are sustained in mitigating loss control and claims issues.
- Negotiates with outside vendors on terms and conditions as well as change order requests for the purpose of securing necessary services and materials for the district within budget parameters and ensuring compliance with district, local, State and Federal regulations.
- Manages warehouse, mail and related operations (e.g., receipt of merchandise, return of material, disposal of obsolete items, storage and delivery of standard supply items, delivery of mail) for the purpose of efficient and effective department operations, ensuring proper maintenance of district inventories.
- Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Supervises and evaluates purchasing and warehouse department and risk management personnel for the purpose of ensuring that departmental work goals are achieved.
- Represents the district on various committees and boards for the purpose of serving as district liaison between other school districts, outside agencies, and governmental agencies.

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- Researches new procedures (e.g., direct shipment of orders), products, materials, equipment, supplies, laws and regulations for the purpose of recommending purchases and contracts and maintaining district-wide services.
- Directs the solicitation of bid documents and quotations for the purpose of providing cost information, making purchases and securing items and services.
- Assists district administration as may be required for the purpose of formulation and development of relevant fiscal and other policies, procedures and programs.
- Assists district administration in planning for new facilities (e.g., contract deadlines, securing contracts for professional services, procurement of equipment, etc.) for the purpose of ensuring effective and efficient planning and implementation of district construction projects.
- Analyzes bids, proposals and change requests for the purpose of making recommendations concerning effective and timely project completion and ensuring compliance with district, local, State and Federal regulations.
- Authorizes purchase orders, contracts and agreements for the purpose of ensuring compliance with district, State and Federal regulations, policies and procedures.
- Develops and directs district capital inventory system and department procedures (e.g., the use of appropriate accounting practices) for the purpose of ensuring effective and efficient district operations.
- Informs school sites and office personnel concerning various purchasing and contracting issues for the purpose of providing support for related issues.
- Develops department and district procedures for the purpose of ensuring efficient and effective contracting, purchasing, warehousing, and risk management operations and maintaining compliance with district, local, State and Federal regulations.
- Prepares various documents (e.g., budgets, requisitions, time studies, productivity, evaluation reports, award of contract/agreement contracts) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contracts specifications.
- Presents various programs (e.g., safety, purchasing and warehouse programs) for the purpose of informing staff on appropriate procedures and safe practices.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the function of the job includes knowledge to: utilize basic math plus algebra and geometry for practical applications; read scientific and technical journals; write manuals; speak persuasively in relation to concepts and theories; and analyze situations to define issues and draw conclusions. Requires knowledge of: loss control, safety, industrial hygiene and risk management principles and techniques;

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risk management procedures for loss control and claims handling; legal and procedural requirements in the procurement and acquisition of goods and services; accounting practices and procedures; current laws, codes and regulations related to purchasing and risk management; assessment and evaluation practices and procedures; supervisory and leadership principles and techniques.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include skills to: administer personnel policies and practices; apply pertinent codes, policies, regulations and laws relating to purchasing, and contracting and risk management; communicate effectively with persons of varied cultural and educational backgrounds; operate standard office equipment, including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects; prepare and maintain accurate records; prepare budgets and financial plans; prepare written correspondence and reports.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of widely varied types and purposes; identify issues and create action plans. Problem-solving with data requires following prescribed guidelines and utilizing a variety of types of job-related equipment. In working with others, 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 significant. Specific abilities required to satisfactorily perform the functions of the job include ability to: supervise and lead others; adhere to safety practices; be attentive to details; meet deadlines and schedules and work under time constraints; work with detailed information/data; communicate with diverse groups; maintain confidentiality; set priorities; analyze laws and regulations; communicate effectively both orally and in writing; and manage conflict resolution.

RESPONSIBILITY

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely 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:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

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Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom lifting up to 25 lbs. at waist height, carrying up to 25 lbs. up to 10 feet, reach above shoulder, pushing and/or pulling

Occasionally handling/simple grasping

Frequently fingering/fine manipulation

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with coworkers, staff, vendors and others contacted within the course of performing the essential functions of the job. Vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

This job is performed in a generally clean and healthy environment. In the course of performing assigned duties, the incumbent will occasionally be required to: walk on uneven ground, tolerate exposure to dust, gas, fumes, noise, vibration, extremes in temperature and humidity, biohazard materials such as sewage. Incumbents will be required to operated a motor vehicle requiring a California Class C driver's license to travel to and from various district work sites.

EXPERIENCE

Job related experience within the specialized field with increasing levels of responsibility is required. An example of typical qualifying experience would be a minimum of three years of purchasing and/or contracting experience in a public agency or school district, or directing the activities of a program responsible for risk management, loss control and mitigation. Experience must include a minimum of one year in a lead, supervisory, or management level capacity with responsibility for the work of others.

EDUCATION

Bachelor's degree in job related area (e.g. business administration, public administration, accounting, purchasing/ contracting, material management, risk management, loss control management etc.). Additional qualifying experience may substitute for the educational requirement on the basis of one year of experience for 24 semesters or 45 quarter units.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Certification with National Association of Purchasing Managers or Certificated Public Purchasing Officer is desirable. Valid State of California Class C driver's license.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

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California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

FLSA STATUS

Exempt

SALARY RANGE

Management Range 4