

DIRECTOR OF PURCHASING

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent, Business Services, the Director of Purchasing plans organizes and directs the district's purchasing, warehousing, and contracting 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 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, warehousing, 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.

ESSENTIAL FUNCTIONS:

- Negotiates with outside vendors on terms and conditions as well as change order requests to secure necessary services and materials for the district within budget parameters and ensure 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) to ensure efficient and effective department operations and proper maintenance of district inventories.
- Recommends new hires, promotions, terminations and transfers within assigned department to maintain staffing needs and productivity of the work force.
- Trains, supervises, coaches, evaluates, and disciplines purchasing and warehouse department personnel to ensure that departmental work goals are achieved.
- Represents the district on various committees and boards to collaborate with other school districts, outside agencies, and governmental agencies.
- Researches new procedures (e.g., direct shipment of orders), products, materials, equipment, supplies, laws and regulations to recommend purchases and contracts and maintain district-wide services.
- Directs the solicitation of bid documents and quotations to provide cost information, make purchases and secure items and services.
- Assists district administration as may be required in formulating and developing 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 to ensure effective and efficient planning and implementation of district construction projects.

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- Analyzes bids, proposals and change requests to make recommendations concerning effective and timely project completion and ensure compliance with district, local, State and Federal regulations.
- Authorizes purchase orders, contracts and agreements to ensure 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) to ensure effective and efficient district operations.
- Assists school sites and office personnel concerning various purchasing, warehousing and contracting issues to provide support as needed.
- Develops department and district procedures to ensure efficient and effective contracting, purchasing, and warehousing operations and maintain 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) to provide necessary information to State/Federal agencies and appropriate district personnel and/or develop contract specifications.
- Presents various training programs to inform staff on appropriate procedures and practices.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

The following are representative of the knowledge and abilities required of the classification. These may be modified in order to meet changing job conditions.

KNOWLEDGE OF:

- Legal and procedural requirements in the procurement and acquisition of public goods and services
- Current laws, codes and regulations related to purchasing warehousing
- Accounting practices and procedures
- Budget preparation and control
- Math functions related to practical applications in a business setting
- Standard business writing techniques including appropriate word usage, punctuation and grammar
- Assessment and evaluation practices and procedures
- Supervisory, coaching and leadership principles and techniques
- Training principles and practices

ABILITY TO:

- Plan, organize and direct the functions and operations of the purchasing department
- Train, supervise, coach, evaluate, and discipline assigned staff

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- Read, review and interpret highly technical materials
- Apply pertinent codes, policies, regulations and laws relating to purchasing, contracting and warehousing
- Plan and manage projects
- Prepare budgets and financial plans; perform standard bookkeeping/accounting procedures
- Prepare written materials including correspondence and reports
- Communicate effectively both orally and in writing
- Use job-related equipment including pertinent software applications
- Work with a significant diversity of individuals in a wide variety of circumstances
- Exercise tact, patience and diplomacy when working with internal and external clients
- Analyze data utilizing defined but different processes
- Work with data of widely varied types and purposes
- Identify issues, analyze options and create action plans
- Independently resolve problems
- Schedule a number of activities, meetings, and/or events
- Gather, collate, and/or classify data
- Prepare and maintain accurate records
- Be attentive to details
- Meet deadlines and schedules, set priorities and work under time constraints
- Maintain confidentiality
- 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)

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

CLASSIFIED

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SALARY RANGE

Management Range 10