



For the future of every student

CLASS TITLE: PURCHASING SUPERVISOR

BASIC FUNCTION:

Supervises, coordinates and organizes the activities and operations of the Purchasing Department under the direction of the Assistant Superintendent, Business Services or designee, purchasing high quality supplies, materials and equipment in accordance with informal and formal bidding procedures; preparing specifications and contracts for services/supplies; and training and evaluating the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Leads and supervises the purchasing of various materials, supplies, equipment and services for the District in accordance with established standards, guidelines, requirements, laws, codes, regulations, policies and procedures.

Prepares and oversees bid specifications for formal and informal bids for equipment, annual contracts, materials, supplies and services; compares costs and evaluates the quality and suitability of supplies, materials, and equipment; evaluates and summarizes bids; prepares recommendations for bid awards; prepares bid process documentation; selects appropriate vendors and purchases approved supplies, equipment and services used in District departments and school sites.

Communicates with other department personnel regarding purchasing needs, policies, procedures and related issues for the purpose of advising schools and departments in areas related to current purchasing procedures and the use of forms and legal issues related to purchasing.

Coordinates various activities (e.g. fixed asset inventory, bidding activities, annual surplus sale, sale or donation of surplus property, furniture and equipment, etc.) for the purpose of meeting district operational needs and ensuring compliance with district, state and federal regulations.

Directs activities and operation of the purchasing department for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.

Develops, tracks and revises business contracts that support District programs, operations, partnerships, grants, etc. Reviews contracts for content, accuracy, completeness and compliance with applicable rules, regulations, policies and procedures. Develops and maintains a contract master tracking system. Tracks existing contract expiration or termination dates and provides timely notices to appropriate departments and staff. Assists in the contract renewal process. Maintains discretion and confidentiality in all contracts and agreements.

Interprets legislation pertaining to purchasing department activities for the purpose of ensuring District compliance with related federal, state and local laws, codes, rules and regulations within the department.

Maintains a variety of documents, files and records related to assigned activities and personnel (e.g. purchase orders and bids, reference materials, correspondence, state mandated reports, etc.) for the purpose of providing up-to-date references and audit trail.

Monitors turn over of materials and supplies for the purpose of identifying items to add to current stock selection and recommending items to be discontinued.

Negotiates with vendors for equipment, furniture, supplies and materials as required (e.g. method of procurement, quotations, best supply sources, pricing, inquiries, etc.) for the purpose of ensuring purchases are within district and/or state mandates.

Prepares a wide variety of written materials (e.g. specifications, contracts for service, bids, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Processes documents and materials (e.g. bidding process, district bid schedules, bid specifications, etc.) for the purpose of purchasing high quality supplies, materials and equipment in accordance with informal and formal bidding procedures.

Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, packing slips, etc.) for the purpose of ensuring accuracy and adherence to established guidelines prior to processing for action.

Supervises department functions (e.g. hiring/termination recommendations, planning/scheduling/coordinating activities, training, advising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget. Supervises and evaluates the performance of assigned personnel; assures employee understanding of established requirements.

Provides technical support with year-end closing, quarterly, audit and related financial functions as assigned.

Operates a variety of office equipment including a computer and assigned software.

Attends and conducts various meetings as assigned; presents information and materials concerning purchasing and other assigned functions and related issues, needs and activities; represents the District at various local and State meetings and conferences as requested.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of public purchasing

Sources of purchasing information

Accounting/bookkeeping principles

Equipment, products and materials used in school setting

Bid specifications, contract preparation, specification requirements and price negotiation procedures.

Contractors, sources of supply, vendors, commodity markets, marketing practices and commodity pricing methods.

Technical aspects of researching, comparing and purchasing services, supplies and equipment.

Inventory practices and procedures.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Apply district and/or state policies and regulations

Operate standard office equipment including utilizing pertinent software applications

Perform standard bookkeeping/ accounting procedures

Prepare and maintain accurate records

Supervise and evaluate the performance of assigned personnel.

Coordinate, direct and participate in the writing and processing of bid specifications and contracts in accordance with established requirements.

Assure timely and cost-effective delivery of goods and services.

Research, compare and analyze bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.

Direct activities involved in the receipt, storage and distribution of supplies and equipment.

Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.

Coordinate activities to assure accurate and timely processing of purchase requisitions and information.

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, records and files related to assigned activities.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to bachelor's degree in business administration, accounting or related field and two years of progressively responsible experience in purchasing a variety of supplies, materials, parts, services and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.