

DIRECTOR OF PURCHASING

DEFINITION

Under the direction of the Assistant Superintendent of Business Services, administers District-wide procurement services by planning, organizing, implementing, and reviewing all policies and procedures related to contracting, and purchasing for schools and offices including Construction projects. This a Classified management position with a yearly salary of \$121,602. This position is Overtime exempt.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Managing professional and general services contracts, including the monitoring, oversight, and review of contract materials and evaluations of vendors;
2. Purchasing goods and commodities including preparing bid specifications; evaluating products, supplies, equipment and services; monitoring market trends; and evaluating customer needs and expectations;
3. Managing materiel management and purchasing activities including acquisition, warehousing, and delivery logistics; surplus property salvage administration; inventory management; and mail delivery;
4. Managing Facilities Contracts programs and activities including Professional Services contracts; Public Works; and Pre-Qualification and attend Facilities Meetings;
5. Administers, implements, reviews and updates District-wide contracting and procurement policies in accordance with applicable laws, regulations, policies and ethical standards;
6. Recommends, and monitors staff development for contracts, purchasing, facilities contracts and purchasing personnel to maintain best business practices;
7. Directs and participates in the monitoring of evolving technology and sponsors feasibility studies of the potential utilization of major technological advances in the procurement process;
8. Directs, reviews, and participates in the analysis of current and potential issues relative to District purchasing and contracting functions;
9. Directs the management of the District's Credit Card Program;
10. Performs related duties as assigned.

KNOWLEDGE OF:

1. Principles and practices of organization, management, budget preparation, procurement, contract administration, distribution/warehousing, logistics, inventory management, and expenditure control;
2. Performance Management Standards, Strategic Planning, and implementation;
3. Principles of training, employee evaluation, collective bargaining, and employee relations;
4. Principles of public relations.

ABILITY TO:

1. Manage a data-driven, multi-functional, education-based environment;
2. Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units;
3. Analyze complex problems, identify solutions, and implement plans to solve problems;
4. Communicate effectively orally and in writing with persons at various levels of understanding;
5. Establish and maintain effective relationships with parents, community representatives, administrators in the District, and other public and private organizations, union officials and employees;

6. Demonstrate success working with and through people in establishing goals, objectives and action plans to produce expected goals.

Education:

Graduation from a recognized college or university with a bachelor's degree in business administration or related field. A Master's Degree in Business Administration is preferable.

Experience:

Five years of progressively broader executive or managerial experience in contracting processes and the procurement of goods and services, preferably within a large, urban school district or other governmental organization.

WORKING CONDITIONS

Environment

Office environment; subject to constant interruptions.

Physical Demands

Moderate lifting and carrying of objects weighing up to 25 pounds; dexterity of hands and fingers to operate standard office equipment; reaching overhead, above the shoulders and horizontally to reach shelves; bending at the waist to retrieve files; hearing and speaking to exchange information; seeing to read and transcribe correspondence; sitting and using computer workstation, including keyboard and monitor, for extended periods of time.

Hazards

Minimal hazards associated with an office environment.

PRE-EMPLOYMENT REQUIREMENTS

Upon recommendation of employment, prospective employees will be required to provide a current verification of a negative TB test and have fingerprints taken and cleared by the Department of Justice.

Classified Management
Yearly Salary \$121,602.

Initially Approved: