

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

MANAGER, PURCHASING AND WAREHOUSE

JOB SUMMARY:

Under the direction of the Assistant Superintendent, Business Services, plan, organize and manage operations and activities involved in the purchasing of district supplies, services and equipment; coordinate warehouse functions including the receipt, processing, storage and distribution of various district goods; coordinate communications, bids, contracts, special projects, personnel and the processing of purchasing and warehouse documents to meet district needs and ensure smooth and efficient activities; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and manage operations and activities involved in the purchasing of district supplies, services and equipment; establish and maintain Purchasing and Warehouse timelines and priorities; ensure purchasing, warehouse and other assigned functions comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Interview, select, train and supervise assigned employees; conduct timely performance evaluations and recommend disciplinary action of assigned personnel as necessary; coordinate staff work assignments, develop employee schedules and review work to ensure compliance with established standards, requirements and procedures; ensure employee understanding of established requirements.

Coordinate communications, bids, contracts, special projects and personnel to meet district purchasing and warehouse needs and ensure smooth and efficient department activities; investigate, evaluate and ensure proper and timely resolution of purchasing, warehouse and other department issues, conflicts and discrepancies.

Manage purchasing activities to ensure timely and cost-efficient delivery of materials, services and equipment; establish bidding timelines; oversee and participate in researching, obtaining and analyzing bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.

Consult with district staff in determining equipment, service, supply and related purchasing and contract needs; review and evaluate requisitions to determine appropriate method of procurement; initiate the bidding process; oversee and/or participate in writing, processing and assuring completeness and clarity of bid specifications; ensure proper preparation and placement of legally required advertisements.

Confer and negotiate with vendors and contractors concerning price, specifications, product information, availability, deliveries, services and other related matters; manage and participate in the selection of vendors and awarding of bids; analyze and provide recommendations concerning the selection of contractors; review, evaluate, process, prepare and distribute contracts as needed.

Advise district staff on the preparation of purchase specifications and methods for obtaining the most cost-effective procurement of goods and services; manage and oversee district-wide purchases and contracts; coordinate activities and personnel to ensure timely and cost-efficient purchasing and delivery of materials, services and equipment,

Manage personnel and activities to ensure accurate and timely processing of purchase requisitions and information; coordinate the input of purchasing information into an assigned computer system; oversee and

participate in generating, reviewing, evaluating, authorizing and assuring accuracy and completeness of purchase orders, contracts and requisitions.

Coordinate warehouse operations and activities involved in the receipt, storage and distribution of district supplies, mail, equipment, food items and materials; monitor activities to ensure adequate inventory levels of required district supplies, materials and equipment; coordinate and schedule the filling, distribution and delivery of school site orders.

Coordinate purchasing and warehouse activities, communications and information between departments, vendors, contractors and the public; respond to inquiries and provide technical information concerning purchasing activities, orders, bids, supplies, equipment, contracts, time lines, deliveries, laws, codes, rules, regulations, policies and procedures.

Manage and participate in the preparation and maintenance of various records, reports and files related to bids, purchase orders, vendors, inventory, contracts, deliveries, requisitions, fixed assets and assigned activities; audit various records, reports and statement for accuracy and completeness; make corrections and adjustments as needed; develop spreadsheets and generate computerized reports.

Develop, maintain, revise and keep personnel current concerning purchasing and warehouse polices, procedures and related documentation; manage and participate in the testing, evaluation and selection of new products; provide recommendations concerning the standardization of district equipment and supplies as appropriate; monitor and evaluate warehouse requirements for supplies.

Maintain contact with staff, vendors, contractors and others to resolve issues, errors and discrepancies related to purchase orders, contracts, goods, services, deliveries, product quality and payments; follow up on delayed shipments, discrepancies and order status.

Coordinate and participate in the preparation, processing and analysis of various purchasing documents such as Board agenda items and resolutions, letters, memos, requests for proposals, requests for quotations, notices, award letters and agreements; research, compile and analyze a variety of purchasing data and information.

Develop and prepare the annual preliminary budget for the Purchasing and Warehouse department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Assistant Superintendent, Business Services regarding department and other assigned functions and related activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; compose, distribute and respond to a variety of correspondence.

Operate a computer and applicable software applications; operate other office equipment as required.

Maintain current knowledge of trends, products and technology related to purchasing and warehouse functions and District services; research, test and evaluate new products to identify potential supplies and equipment for meeting District needs and enhancing operations.

Attend, conduct and participate various meetings and committees as assigned; coordinate, schedule and attend job walks and bid openings.

OTHER DUTIES:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in business administration, accounting or related field and three years increasingly responsible experience involving the purchase of supplies, services and equipment including work with contract functions and warehouse operations.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and management of district purchasing, warehouse and delivery operations and activities.

Principles, methods, practices and procedures of purchasing and warehouse activities.

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

Equipment, supplies and services utilized in a school district.

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

Warehousing procedures, material handling, inventory control and distribution.

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

Use and terminology of requisitions, purchase orders and other warehouse documents.

Inventory practices and procedures.

Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

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:

Plan, organize, control and manage operations and activities involved in the purchasing of District supplies, services and equipment.

Coordinate and manage warehouse operations and activities involved in the receipt, storage and distribution of district supplies, mail, equipment, food items and materials.

Coordinate communications, bids, contracts, special projects, staff and the processing of purchasing and warehouse documents to meet District needs and ensure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

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

Interpret, apply and explain rules, regulations, policies and procedures.

Ensure 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.

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

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

Coordinate activities to ensure accurate and timely processing of purchase orders and requisitions.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance of a variety of reports, records and files related to assigned activities.

Operate a computer and assigned office equipment.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

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 or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

HAZARDS:

Some positions may require working around or with hazardous materials and/or machinery having moving parts.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen