

PURCHASING & WAREHOUSE DIRECTOR

JOB SUMMARY Under administrative direction of the Assistant Superintendent of Business Services, plan, organize, and direct the centralized procurement of equipment, supplies, and services and the receiving, storage, inventory, and distribution of all.

TYPICAL DUTIES Develop and implement purchasing and warehousing services, systems, and programs; prepare, or cause to be prepared, purchasing reports relating to purchase orders and warrants, bids for approval, requests for leases, and authority for payment for presentation to the Governing Board. Confer with school officials and employees in developing needs, specifications, costs, bids, and special problems of purchasing a wide variety of school equipment and supplies. Explore alternative sources, such as used and surplus market, in order to effect major cost savings; oversee disposal of surplus items by public auction; control District warehouse inventory. Supervise the activities of the Warehouse Supervisor in the process of requisitioning, ordering, storing, receiving, delivering, and accounting for all the purchases of school material. Maintain a current vendor's list and catalogs; prepare specifications, solicit bids, interview vendors, prepare and/or approve all correspondence in regard to ordering and receiving purchases; ensure that work is performed according to law and District policies; ensure maintenance of purchasing/warehousing records for District and audit use; design methods, forms, and procedures for compliance with District policies; obtain legal opinions as required by the Assistant Superintendent of Business; coordinate cooperative purchasing through county, state, city, and consortium purchasing. Interview, select, train, supervise, and evaluate purchasing and warehousing staff. Perform other related duties as assigned.

JOB REQUIREMENTS Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include a bachelor's degree in business administration, public administration, or other pertinent field, and four years of experience in purchasing/warehousing, one of which was in a management or supervisory capacity.

Knowledge of: Effective purchasing, warehousing, inventory control, delivery, and record keeping of school supplies and equipment. Management and supervisory principles, including school district operations. Legal requirements governing school district purchasing activities; budgeting, fund account systems, vendor sources, warehouse procedures.

Ability to: Plan, organize, execute, and manage all activities related to the purchasing, receiving, storing, dispensing, and record keeping of a constant flow of material needed by a moderate sized school district. Demonstrate skill in planning, scheduling, organizing, supervising, training, communicating, decision making, problem solving, conflict resolution, adaptability, and other pertinent management skills. Implement policy decisions; supervise and train staff; work well under time pressure on multiple projects.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability. Operate vehicle to travel independently on short notice to other district or community locations to inspect or conduct work.