

DRAFT

PLEASANTON UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Senior Director of Procurement and Technology

REPORTS TO: Assistant Superintendent, Business Services

JOB DESCRIPTION:

Under the direction of the Assistant Superintendent, Business Services, The Senior Director is responsible for overseeing and managing the operational activities of Technology Services, Purchasing and Graphics; setting direction, negotiating contracts and leases for goods, services and equipment; establishing policies and procedures; evaluating the efficiency of the departments; and providing exceptional customer service.

PERFORMANCE RESPONSIBILITIES INCLUDE:

- Assuring compliance with Board policy and the state education code pertaining to technology and purchasing.
- Establishing, implementing and evaluating departmental policies and procedures for technology, purchasing and graphics for effectiveness, making modifications to increase operational efficiency.
- Directing the preparation of all bid, lease and contract documents.
- Reviewing purchases and bid results with program managers and making recommendations to Cabinet and Board of Trustees.
- Contacting and interviewing sales representatives, ensuring the purchasing of quality supplies and equipment at reasonable prices and establishing and maintaining good relations with vendors.
- Directing, assigning and reviewing the work of the technology, purchasing and graphics staff.
- Maintaining district inventory of capital assets.
- Working closely with Fiscal Services during budget development and year-end close to ensure purchase orders are closed in a timely manner.
- Monitoring and working with facilities and fiscal to ensure that restricted funds are used in accordance with legal requirements.
- Supervising and evaluating assigned departmental staff and management personnel.
- Developing long-range operational plans for systems use and district needs, conducting studies and providing technical recommendations.

- Investigating the feasibility of improving efficiencies and implementing cost savings in departments.
- Preparing and monitoring the budgets for technology, purchasing, graphics and special district accounts.
- Participating with the other districts in preparing and evaluating the cooperative purchasing bids.
- Staying abreast of market conditions, estimated delivery delays, seasonal variations, new or improved products and other factors affecting the cost of utility and purchases.
- Negotiating contracts and leases for supplies, services and equipment.
- Prepare and submit reports as mandated by district, state and federal agencies.
- Communicating regularly with district-wide staff, the community and various agencies regarding services provided by the departments.
- Developing, submitting and implementing the departments' annual budgets.
- Researching and providing quality systems for utilizing technology resources effectively.
- Evaluating proposed or requested technology systems against established district objectives, priorities and financial resources.
- Establishing priorities and setting timelines for the development of automated data processing.
- Participating in the development and evaluation of project/program specifications, operations procedures, schedules and software.
- Developing staff requirements for the departments.
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Advanced technology systems.
- Purchasing principles and practices used in a school district
- Departmental budgeting.
- Supervisory principles and practices.
- Procedures, principles and practices for technology and purchasing.
- Policies and procedures that ensure compliance with FERPA, COPPA, CIPA and other school data/information privacy regulations.

Ability to:

- Prepare and deliver oral and written training, instruction and technical support
- Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals
- Present information, both written and verbal, in a clear, concise and professional manner.
- Plan, organize and supervise technology, purchasing and graphics.
- Communicate effectively with a wide variety of individuals and groups, in person, orally and in writing.

- Perform in situations regarding specialized knowledge using professionalism, confidentiality and good judgment.
- Maintain outstanding customer service in all interactions.

Training and Experience:

- Bachelor's Degree in Business Administration, Accounting or other related field preferred or the equivalent combination of education and/or years of experience in Technology, Purchasing and Graphics and/or a related field.
- Four years of K-12 school experience required.

TERMS OF EMPLOYMENT:

220 Days Management/Confidential Salary Schedule

Board Approved: