

MODESTO CITY SCHOOLS

REVISED

Job Description

JC# 0009

DIRECTOR I, PURCHASING

OVERALL RESPONSIBILITY

Under general direction, plan, organize, control and direct the acquisition of materials, supplies, equipment and services; direct the operations of District warehouse and reprographics functions; train and supervise the performance of assigned personnel. provide leadership, assume management responsibility, and direct the functions and operations of the Purchasing department; assure the judicious procurement of materials and services; establish and direct purchasing policies and procedures; and coordinate site requirements through legal guidelines established by the District and other governmental agencies.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, control and direct the acquisition, storage and distribution of materials, supplies, equipment and services. Develop and administer subordinate budgets; analyze budgetary/financial data; control/authorize expenditures. E
2. Provide technical expertise, information and assistance regarding assigned functions; assist in the formulation and development of policies and procedure related to assigned functions. Assume responsibility for contract compliance by suppliers/consultants. E
3. Confer with school and administrative officials to determine purchasing needs and specifications for supplies, furniture and equipment. Compare and evaluate quality and suitability of materials, supplies and equipment. Prepare recommendations regarding types and quantities of materials to be ordered; develop, recommend and establish standardized lists of furniture, equipment and supplies. reports and make presentations to the Board, other agencies, and sites as requested. E
4. Maintain documentation and status on purchase and lease purchase contracts. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. E
5. Conduct management evaluation and analysis in areas of responsibility. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. E
6. Act as District liaison with local, state, and federal agencies for exchange of information and exploration of cooperative purchase opportunities. E
7. Apply laws, codes, policies and regulations pertaining to the areas of assigned responsibility. E
8. Direct and coordinate the operations of property control functions and requirements. Develop, direct and coordinate surplus property policies and procedures. E
9. Develop, direct and coordinate surplus property policies and procedures. Maintain accurate vendor database; including, but not limited to, W-9s and other IRS required vendor documentation, 1099 reporting status and other required vendor documentation. E
10. Assist in maintaining document storage solutions to facilitate the retrieval and safekeeping of records submitted for legal retention. E
11. Receive and rReview and approve requisitions for adequate data and authorization; receive price quotations from vendors; compare prices and values to provide cost-effective purchase; supervise the preparation of and purchase orders for supplies, services and equipment and placement of orders. E
12. Manage the development of Prepare bids, specifications and prepare bid documents; prepare bid advertisements, receive, open and tabulate vendor bid data for evaluation, quotations, and orders for the purchase of supplies, equipment and services, including identification and appropriate usage of electronic methods related to commerce. E

DIRECTOR I, PURCHASING (continued)

- ~~13. Compare costs and evaluate the quality and suitability of supplies and materials. Establish annual timelines for quantity purchases, consolidate orders for quantity purchase, and serve as representative in other purchasing matters. E~~
- ~~14. Locate best sources of materials, supplies and services, including research and evaluation of alternate sources of supply. Maintain central purchasing files which include vendor information, bid proposals, purchase orders and correspondence. E~~
15. Provide District personnel with latest information on new products, market conditions and trends. E
- ~~16. Confer with school and administrative officials to determine purchasing needs and specifications for supplies, furniture and equipment. Develop and maintain a follow-up and reporting system on purchase orders; coordinate resolution of discrepancies in purchase orders, shipments, receiving and billing between vendors and the site. E~~
- ~~17. Assist in formulating District Policies and Administrative Regulations relating to the Purchasing department. Conduct management evaluations and analysis in areas of responsibility. E~~
18. Assist in the selection, orientation, supervision and evaluation of subordinate personnel. E
19. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
20. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of the principles and practices of public sector purchasing.
- Knowledge of the laws and regulations governing school district purchasing.
- Knowledge of supplies and equipment commonly used by school districts.
- Knowledge of modern office practices and methods including electronic commerce.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply effective supervision techniques.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirement:

- Three (3) years of increasingly responsible experience functioning in a lead capacity in a public sector purchasing operation.

Desirable Qualification:

- Three (3) years of increasingly responsible management experience in position(s) which evidence increasing management responsibility and/or supervisory experience in the area of public purchasing.

DIRECTOR I, PURCHASING (continued)

QUALIFICATIONS (continued)

Education/Credential

Minimum Requirement:

Bachelor's Degree from an accredited college or university with a specialization in business or equivalent combination of education and work experience related to the position.

Desirable Qualification:

Master's Degree from an accredited college or university with a specialization in business or equivalent combination of education and work experience related to the position; or possession of a current professional purchasing certification such as a Certified Purchasing Manager (C.P.M.), Accredited Purchasing Practitioner (A.P.P.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB).

Physical Characteristics

With or without the use of aids:

Sufficient vision to read fine print and operate equipment. Sufficient depth perception. Good color perception.

Sufficient hearing to hear verbal directions and audio and equipment malfunctions.

Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects, and print or write legibly.

Physical ability to sit or stand for extended periods of time.

REPORTS TO:

Associate Superintendent, Business Services or designee

~~Cabinet Approved: 4/29/14~~

Board Approved: 5/19/14

Cabinet Approved: 2/11/20

Board Approved: