

**JOB TITLE: PURCHASING AND WAREHOUSE SUPERVISOR****BASIC FUNCTION**

Under general direction, to plan, organize, coordinate and supervise the District purchasing, warehousing and mailroom functions and activities; to serve as a liaison between the District and various vendors, manufacturer's representatives and other agents; to supervise assigned clerical and warehouse staff and to do other related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Plans, organizes and supervises the buying and related clerical purchasing functions.
- Plans, organizes and supervises the receipt, storage, delivery and inventory of materials, equipment and supplies.
- Receives, reviews, and evaluates for completeness and accuracy the requisitions for supplies, materials, equipment and services.
- Participates in the development, preparation and issuance of procurement specifications and related bid publicity.
- May assist, counsel and advise various District personnel regarding buying standards, commodity supply sources, and purchasing and procurement timelines.
- Obtains quotations and data pertaining to the acquisition of commodities and services.
- Assists in the review and analyses of bid data, and prepares reports recommending selection and awarding of bids.
- Prepares related reports for the Board of Trustees, auditors and other departments.
- Coordinates and supervises a variety of buying and purchasing follow-up activities to ensure legality, timely delivery, correction of vendor shortages, damage and maintenance of quality control.
- Establishes and maintains contract service files, and records.
- Establishes and maintains alphabetical, numerical, subject matter and vendor files, records and catalogues.
- Reviews, analyzes and evaluates inventory control records to ensure that the warehouse is appropriately stocked.
- Plans, organizes, schedules, and evaluates the performance of purchasing, warehouse and mailroom personnel.
- Develops and monitors the department budget.
- Attends district meetings as required.
- Plans, develops and conducts personnel orientation and training activities.
- Acts on behalf of Director during his/her absence.

**JOB REQUIREMENTS – QUALIFICATIONS****Skills, Knowledge and/or Abilities Required:**Skill to:

- Communicate effectively in oral and written form utilizing the appropriate formats and vocabulary.
- Perform a variety of routine clerical tasks and operate office related machines and equipment.
- Speak clearly and concisely.
- Plan, organize and schedule work the work of others.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships.

Knowledge of:

- Laws, principles, methods and techniques of purchasing supplies, materials, and equipment utilized by a public educational agency.
- Sources of commodities, supplies, services and general marketing trends.
- Financial, inventory control and purchasing record maintenance systems.

- Effective interpersonal and communication skills.
- Standard purchasing terminology, specification development and bidding procedures.
- Organization, coordination and supervision techniques.

Ability to:

- Interpret and apply legal mandates, rules, regulations and District policy pertaining to purchasing activities.
- Analyze and evaluate commodity and service pricing and availability trends.
- Make arithmetical calculations with speed and accuracy.
- Operate a computer and utilize appropriate software programs.
- Establish and maintain a variety of specialized, technical and complex files, catalogues and records.
- Supervise and direct the work of others.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical activities that this position classification must perform in carrying out the essential job functions.

- Persons performing service in this position classification frequently may be required to lift up to 40 pounds of force, to carry, push, pull or otherwise move objects.
- This type of work involves sitting most of the time but may involve standing, walking, bending, stooping, stretching and reaching for brief periods of time and the manual dexterity to handle items, operate computers and other types of office equipment.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this position.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Any combination of experience and training that would provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill may be:

Experience:

Two years of responsible experience involving purchasing activities for a public or educational agency, including one year of experience in a purchasing supervisory capacity.

Education:

Equivalent to the completion of an Associate of Arts degree including coursework and training in accounting, purchasing, business office management, business law or a closely related field. Experience and appropriate training is a viable substitute for the college degree.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid California Driver's License and evidence of insurability.