

JOB TITLE: DIRECTOR OF PURCHASING**BASIC FUNCTION**

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

ESSENTIAL JOB FUNCTION

- Plans, organizes and supervises the purchasing, warehouse and delivery operations and procedures.
- Reviews and evaluates supply, material, equipment and service requisitions for completeness and accuracy, and to ensure that they meet District and other agency purchasing procedures and guidelines.
- Assists, counsels and advises various District personnel related to buying standards, commodity supply sources, and purchasing and procurement timelines.
- Directs and monitors the development and preparation of bid specifications and bid documents.
- Reviews and analyzes bid data; prepares reports recommending selection and awarding of bids; prepares, monitors, analyzes construction documents that include but are not limited to, data bases, correspondence, change orders, progress payments, Division of State Architects (DSA) Close out, Disabled Veterans Business Enterprise (DVBE).
- Enforces the State/District Labor Compliance Program.
- Contacts commodity sources and manufacturer representatives and obtains quotations and data pertaining to the procurement of commodities and services.
- Prepares bid specifications for the procurement of large or unusual commodities and services.
- Directs and monitors the warehouse receiving process and coordinates and supervises a variety of follow-up activities to ensure prompt delivery, correction of vendor shortages and damage, and the maintenance of quality control procedures.
- Establishes and maintains contract service files and records, and commodity source library catalogues and information.
- Plans, organizes and develops an automated purchasing, warehouse inventory and distribution information management, storage and retrieval system.
- Reviews, analyzes and evaluates inventory control reports to ensure that the warehouse is appropriately stocked, and that quality and inventory control procedures are being followed.
- Plans, organizes, schedules and evaluates the performance of the purchasing and warehouse personnel.
- Plans, develops and conducts personnel orientation and in-service training programs.
- Plans, organizes and directs the sale and distribution of obsolete supplies, materials and equipment.
- Develops the unit operational budget and implements effective expenditure control procedures.
- Oversees district wide cellular equipment and services.
- Acts as a liaison for contractual enforcement with the Director of Maintenance, Operations, Transportation and Facilities, architects, project manager(s) and contractors.
- Attends construction planning and related meetings.
- Reviews, prepares and makes recommendations regarding consultant contracts.

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT
DIRECTOR OF PURCHASING - Page 2**

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Communicate effectively in oral and written form with a variety of audiences and agencies.
- Operate standard office equipment including a computer and the appropriate software.
- Perform accounting calculations with speed and accuracy.

Knowledge of:

- Principles, methods and techniques of purchasing, warehousing and distribution operation in an educational organization.
- Legal mandates, policies, rules, regulations and guidelines pertaining to purchasing and bid procedures.
- Sources of commodities, supplies and general marketing trends.
- Financial, inventory control and purchasing record maintenance systems.
- Organization, coordination and supervision techniques.
- Standard purchasing terminology, specification and bid development procedures.
- Laws and Regulations related to the managing and disposal of school equipment, materials and supplies.

Ability to:

- Interpret and apply legal mandates, rules, regulations and District policy pertaining to purchasing, warehousing and distribution functions.
- Analyze and evaluate commodity and service pricing and availability trends.
- Establish, implement and maintain product evaluation and standardization guidelines.
- Make arithmetical calculations with speed and accuracy.
- Effectively and efficiently organize, direct and supervise purchasing, warehouse and distribution personnel.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

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 may occasionally be required to exert 50 to 70 pounds of force, to carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps. It may involve walking or standing for extended periods of time as well as the manual dexterity and related physical ability required to handle items, operate computers and other types of office and warehouse equipment.
- Perceiving the nature of sound, near and far vision, visual acuity, depth perception, providing and responding to oral information and handle and work with various materials are important aspects of this position.
- Exposure to hot or cold conditions caused by the weather may occasionally be experienced.

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

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT
DIRECTOR OF PURCHASING - Page 3**

EXPERIENCE AND EDUCATION REQUIREMENT

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

Experience:

Four years of responsible experience involving purchasing, warehousing and distribution functions for a public or educational agency, including one year of experience in a 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.

LICENSE AND/OR CERTIFICATE REQUIREMENT

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