



COVINA-VALLEY UNIFIED SCHOOL DISTRICT

November 2015

Assistant Director, Purchasing

Definition

Under the direction of the Chief Business Officer, to supervise, coordinate and direct the purchasing, warehouse, delivery, and reprographics operations of the District; to develop specifications, advertise for bids, solicit quotations, analyze bids and quotations received, prepare contracts, recommend awarding of contracts or placing of purchase orders, coordinate delivery schedules of supplies, mail, and food to various sites; supervise and evaluate performance of assigned personnel; perform other related duties as assigned.

Essential Duties and Responsibilities

- Assists in establishing purchasing policies and procedures in accordance with laws, regulations and District policy;
- Instructs and supervises departmental personnel regarding purchasing, warehousing, and printing activities;
- Receives and examines requisitions for school district supplies, services, and equipment;
- Advertises and negotiates to establish the best sources of supply;
- Interviews salespeople and vendors regarding purchasing operations, such as types of material required;
- Develops specifications, bids, and quotations;
- Handles complaints;
- Prepares contract documents for non-standard purchases;
- Supervises maintenance of catalogs;
- Analyzes bids received for conformance and compliance with established standards and completeness;
- Maintains communications with District personnel regarding purchasing, warehousing, delivery operations, and postal services;
- Conducts follow-up operations to insure delivery;
- Makes recommendations concerning standardization of equipment and supplies;
- Controls warehouse inventory;
- Sells surplus items; maintains records showing current information on purchases completed, in process, and sources of supply;
- Other duties as assigned.

Required Qualification

- Four years of full-time supervisory or technical level experience in purchasing or contract administration;
- Possession of a valid California driver's license and ability to maintain insurability under the District's vehicle insurance policy.

Preferred Qualification

- Graduation from an accredited four-year college or university with a degree in Business Administration or a closely related field is desirable.

Knowledge of:

- Governmental purchasing and warehousing principles and practices;
- The type of supplies, materials, and equipment commonly used in a comparatively large school district;
- The sources of supplies, commodity markets, marketing practices, commodity pricing methods, and discounts.

Ability to:

- Learn and interpret laws, rules, and regulations affecting school district purchasing operations;
- Prepare clear specifications in accordance with established procedures and format;
- Prepare and present oral and written reports;
- Deal tactfully and effectively with school district officials and representatives of manufacturing and commercial firms;
- Plan, schedule, and review work assigned.