

Director of Purchasing and Warehouse

Definition

The Director of Purchasing and Warehouse, under the general direction of the Assistant Superintendent of Business Services or Chief Business Officer, will plan, coordinate, organize, direct, and control the purchasing, warehouse, and reprographics operations of the District and assist with the coordination of contract management functions for the District.

Essential Duties and Responsibilities

- Plans, coordinates, directs, supervises, and controls the purchase, receipt, storage and distribution of products, supplies, services, and equipment in accordance with established District purchasing policies.
- Assures compliance with legal requirements of the State and the federal government codes.
- Participates in the development of commodity standards and specifications.
- Plans and implements automated record-keeping, reporting and related controls.
- Prepares comprehensive logistical plans and directs the methods of purchasing, receipt, inspection, material control, return of materials, scheduling, storage, and issuance of stock at the District Warehouse and the distribution operations.
- Maintains complex systems for ordering, distributing, and controlling district materials including an inventory of moveable equipment.
- Provides technical expertise, information, and assistance to the Chief Business Officer regarding assigned functions while assisting in the formulation and development of policies, procedures and programs and recommends improvements to internal procedures.
- Develops and implements departmental regulations, forms and procedures for efficient and effective purchasing and warehouse operations and workflow.
- Reviews and evaluates work products, methods, and procedures.
- Works with other department heads and staff to determine long-range needs, coordinate with other divisions on standardization of instructional equipment and supplies, resulting in district-wide policies.
- Plans, organizes, directs, and manages the work of employees assigned to Purchasing, Warehouse and Reprographics, and evaluates the performance of assigned staff.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Develops and prepares the Purchasing and Warehouse Department section budget.
- Analyzes and reviews budgetary and financial data.
- Controls and authorizes expenditures in accordance with established limitations.

New Job Description

Personnel Commission Approval: September 27, 2023

Board Approval: October 9, 2023

- Directs the preparation of requests for price quotations, schedule and establish dates for legal advertisement of bids, publicly open bids and presents to interested bidders verbally.
- Analyzes bids thereafter for compliance with bidding documents, value, and recommendation of award.
- Ensures completeness, correctness, and clarity of bid submissions.
- Supervises the follow-up of purchases not delivered as per bid specification or at time specified.
- Prepares and processes reports on all formal bids, secure prices as an aid in budget preparation.
- Reviews contractual purchasing for legal requirements and recommends awards for Board of Education approval.
- Coordinates the master purchasing calendar and ensures purchasing dates are met.
- Maintains liaison and communication between the Business Services Division and other divisions, departments, and schools relative to contracting, purchasing, duplicating, warehousing, and distribution needs.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Attends Board and other meetings as assigned, prepare and processes Emergency Resolutions for Board of Education and County Office of Education approvals, make presentations as required.
- Maintains current knowledge of and interpret legal codes and advises District staff on contract law and applications.
- Ensures that purchases are made in conformity with the provisions of applicable laws and regulations.
- Schedules and reviews an annual physical inventory of warehouse stock to determine storage space.
- Supervises the district's duplicating services contract.
- Supports, implements, and adheres to the policies of the Board of Education, regulations of the California Administrative and Education Codes, and other applicable laws and regulations.
- Performs related duties as assigned.

Required Qualifications

- Three to five years of responsible purchasing experience in a lead or supervisory position, preferably in a public school setting.

Preferred Qualifications

- Bachelor's degree in business administration or closely related field from an accredited four-year university.

Knowledge of

- Methods and techniques of purchasing goods, supplies, materials and equipment for an educational agency.
- Sources of commodities, supplies, and marketing trends.
- Automated financial purchasing record and database systems.
- Organization, coordination, and supervision techniques utilized in the purchasing, warehouse, and reprographic functions.
- Standard purchasing terminology, specification development and bidding procedures.
- Legal requirements governing purchasing procedures, formal bidding requirements, contractual agreements, and business functions in the District, as contained in the California Education Code, Public Contract Code, Civil Code, and other applicable laws and regulations.
- Principles, terms, and commonly used procedures and practices in procurement, contracts, and warehousing.
- Types and sources of equipment, supplies, products, and services used in a large school district.
- Warehousing methods for inventory movement and accountability.
- Internal controls for purchasing and warehouse facilities.
- Government accounting requirements for fixed asset control.
- Computer software and programs related to the duties and responsibilities of the position.
- Management principles/techniques, including planning, budgeting principles, and project management.
- Principles and practices of personnel administration, including training, supervision, and organization of work.
- Principles and methods of effective oral and written communications.

Ability to

- Work independently and manage time effectively and flexibly to carry out tasks and respond to frequent emergencies.
- Plan, schedule, and organize work.
- Assist and support the multifaceted functions and activities of a school site.
- Use critical judgment in the evaluation of data and the development of reports.
- Exercise good judgment.
- Meet schedules and timelines.
- Communicate well, both orally and in writing.



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- Effectively work with a diversity of individuals.
- Establish a positive and cooperative rapport, and maintain effective relationships with staff, administrators, school and office personnel, vendors, contractors, and related entities.
- Manage multiple simultaneous projects.
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet.

Salary

This position will be paid at the appropriate step of the classified management salary schedule.

- 12 months, 260 days
- \$162,616 - \$188,118 annual salary