

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Director of Purchasing	FLSA:	Exempt
Department:	Purchasing	Salary Grade:	53
Reports To:	Assistant Superintendent, Business Services	Salary Schedule:	Classified Management

SUMMARY

Supervises, plans, and participates in the activities and operations of the Purchasing Department. Coordinates assigned activities with other departments, outside agencies and the general public.

NATURE AND SCOPE

Senior level management position responsible for the efficient and effective performance of all activities and operations of the District Purchasing functions. Responsible for applying an extensive seasoned knowledge of purchasing principles and practices for effective program management. Operates with considerable latitude for independent action and decision making. Activities are reviewed for adequacy of professional judgment, compliance with District and department policies and achievement of results consistent with District goals and objectives. Has budgetary and administrative responsibility for the department. Incompetence or errors in judgment could have a significant adverse impact on District costs.

ESSENTIAL TYPES OF DUTIES (Examples)

- Coordinates the organization, staffing and operational activities for the Purchasing Department including District procurement and warehouse operations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Purchasing Department. Identifies resource needs. Recommends and implements policies and procedures.
- Selects, trains, motivates, and evaluates Purchasing Department personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures.
- Coordinates and supervises the work plan for the Purchasing Department. Meets with staff to identify and resolve problems. Assigns work activities and projects. Reviews and evaluates service delivery methods and procedures.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Participates in the development and administration of the Purchasing Department budget. Forecasts additional funds needed for staffing, equipment, materials and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.

- Coordinates Purchasing Department services with those of other departments and outside vendors and service providers. Prepares and presents staff reports and other necessary correspondence.
- Prepares specifications, bid documents and requests for proposals. Oversees and coordinates the bid process. Ensures compliance with applicable laws, rules, and regulations.
- Contacts vendors to secure bid prices and to coordinate assigned programs and activities.
- Prepares and issues contracts and purchase orders for the procurement of equipment, materials, supplies and services.
- Performs other duties as required and assigned.

QUALIFICATIONS

Knowledge and Skills: Requires thorough competency, full seasoning, and knowledge of purchasing management and procurement programs. Requires a thorough understanding of warehouse management. Must have full awareness of regulations, policies, codes, and laws applicable to the position. Requires a thorough understanding of District organization, operations, policies, and objectives. Must have considerable knowledge of the techniques and details of budget preparation, report preparation and preparation of general correspondence.

Abilities: Requires the ability to plan, develop and maintain detailed administrative programs for the successful operation of the department. Must be able to manage the work activities of diverse field and office staff in a manner conducive to efficient performance, high morale, and department effectiveness. Must be able to establish harmonious and effective work relationships with school administrators, outside agencies, staff, and the public.

Education and/or Experience: Requires a Bachelor's degree from an accredited college or university with major course work in purchasing, public or business administration or a related field required. Minimum of five years of increasingly responsible purchasing experience in a school district with at least two years in a supervisory or lead position required.