

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Purchasing Supervisor**

**Salary Grade: 34**

**Salary Schedule: Classified Management**

**Department/Site: Purchasing**

**Reports to/Evaluated by: Director of Purchasing**

**FLSA: Exempt**

### **SUMMARY**

Under general direction, this position plans, organizes, and supervises the operational and technical duties of the Purchasing Department. The role provides assistance and support to the Warehouse and Graphic Arts departments. It supports the educational process through collaboration with management, district departments, school sites, outside agencies, vendors, and staff to coordinate activities, resolve issues, exchange information, and achieve District and department goals. The Supervisor applies in-depth knowledge of purchasing principles and practices for effective program management.

### **DISTINGUISHING CAREER FEATURES**

The Purchasing Supervisor is a senior-level Buyer who coordinates, leads, and supervises purchasing functions. This position requires expert knowledge of public procurement principles and practices, including public works and federal procurement regulations. Incumbents must have prior supervisory experience or significant supervisory or management training.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists the Director with operational activities for the Warehouse and Graphic Arts departments.
- Participates in developing and administering the Purchasing, Warehouse, and Graphic Arts budgets.
- Plans, organizes, and supervises the daily operations of the Purchasing Department to ensure timely delivery of cost-effective materials and services to students, staff, sites, and departments.
- Trains, supervises, and evaluates staff, providing constructive feedback and recommending personnel actions as needed.
- Provides technical expertise and assistance to District personnel on purchasing policies and procedures.
- Reviews trends in material and supply usage and adjusts re-order points and cycles.
- Prepares bid documents and requests for proposals, including those for construction, maintenance, labor, materials, and project contracts.
- Collaborates with staff, architects, engineers, or consultants to obtain information for bid specifications.

- Reviews and tabulates bid responses for compliance and recommends bid awards; prepares and manages contracts.
- Develops uniformity and quality specifications for goods and services in collaboration with District staff and vendors.
- Manages contractor pre-qualification and CUPCCAA processes, ensuring compliance with applicable laws and regulations.
- Oversees the District's vendor database, establishing and maintaining new vendor requirements.
- Researches, vets, contacts, and selects potential vendors, communicating District standards and expectations.
- Resolves vendor discrepancies and disputes.
- Participates in developing District and department goals and objectives.
- Identifies opportunities for change and improvements and recommends implementation procedures.
- Manages activities concerning obsolete personal property, including surplus and e-waste.
- May serve as the Director's designee.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- **Knowledge and Skills:** Requires comprehensive knowledge of contracting procedures for equipment, goods, supplies, and services; thorough knowledge of Education Code, Public Contract Code, Government Code, Code of Federal Regulations, and California public works requirements; knowledge of specification development; working knowledge of computer-aided purchasing and purchase order systems, modern office software, proprietary business software, and the internet; working knowledge of capital and noncapital assets; extensive knowledge of Public Works bid law processes; working knowledge of inventory management; well-developed English language skills for preparing bid documents and correspondence; strong communication skills for conveying technical information; working knowledge of District organization, operations, policies, and objectives; sufficient math skills; and leadership and supervisory skills.
- **Abilities:** Ability to perform essential functions; establish and execute bid processes; organize and prioritize workload; use a computer to access and enter data, create documents, and research information; troubleshoot purchasing system problems; supervise and lead staff effectively; and establish effective working relationships with departments and vendors.
- **Physical Abilities:** Ability to function in a sedentary office environment; sit for extended periods; use computers and office equipment; move to various campus locations; read printed materials; converse in person and by phone; retrieve materials from files; and use manual and finger dexterity for writing, using a pointing device and keyboard, and operating office equipment.

- **Education and Experience:** A Bachelor's degree from an accredited college with major coursework in purchasing, materials management, business administration, or a related field, plus 3 years of increasingly responsible supervisory purchasing, materials management, and distribution experience in a multi-site educational institution or similar public service agency. Additional relevant experience may substitute for higher education.
- **Licenses and Certificates:** Valid driver's license.
- **Working Conditions:** Work is performed indoors with minimal safety considerations, but may include work outdoors and in a warehouse setting with some safety considerations.