



JOB DESCRIPTION

Director, Purchasing and Logistics

June 6, 2017

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, plans, organizes, controls and directs the Purchasing, Warehouse, Inventory Control, and Publications functions of the District; oversee District-wide and site purchases and purchase orders, and supervise and evaluate the performance of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the purchasing, warehouse and inventory control, and publications functions of the District.
- Oversee District-wide and site purchases.
- Coordinate activities to control Warehouse and District mailroom functions; manage the District's mail system.
- Coordinate activities to control functions of inventory control; manage the District's capital equipment and inventory programs including management of inventory control and record-keeping activities.
- Coordinate the transfer and redistribution of equipment, and management of surplus property disposal activities.
- Coordinate activities to control the function of the District's printing and publication unit.
- Work with the Director of Facilities to control purchases of products that are, or could be, hazardous or toxic.
- Oversee for formal bids; open and analyze bids; summarize bids and present information to the Board.
- Assist with year-end closing activities.
- Receive and review requisitions; determine appropriate methods of procurement such as standards purchases, bid or contract; conduct purchasing transactions in accordance with district policy and applicable Federal, State and Local laws and regulations.
- Communicate with other administrators, district personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Meet with vendors and district staff regarding purchases.
- Monitors fiscal accountability of the contracts, leases, and agreements to which assigned.
- Prescreen and qualify vendors; negotiate pricing and discuss methods of shipping, delivery time and other related information with vendors; create and maintain accurate vendor records.
- Oversee maintenance contracts for district equipment.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Provide technical expertise, information and assistance to the Assistant Superintendent of Business regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs.
- Responsible for the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepare various reports, bids and quotation documents as assigned.

- Attend a variety of meetings to maintain current knowledge of legal codes and requirements, conduct and facilitate meetings.
- Operate a computer and other office equipment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Planning, organization and direction of the Purchasing, Warehouse, Inventory Control and Publications functions of the District.
- Applicable laws, codes, regulations, policies and procedures.
- Business management.
- Warehousing, inventory and materials control.
- Health and safety rules and regulations.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Data control procedures and data entry operations.

Ability to:

- Plan, organize, control and direct the Purchasing, Warehouse, Inventory Control and Publications functions of the District.
- Oversee and approve District-wide and site purchases and purchase orders.
- Prepare bids, specifications and related documents.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: Bachelor's degree in Business Administration, Economics or related field and three years responsible purchasing experience including bid preparation.

WORKING CONDITIONS:

Environment:

- Office environment
- Daily contact with District and school site staff.
- Moderate to high stress level.

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; vision (which may be corrected) to read small print, dexterity of hands and fingers to operate a telephone, computer, keyboard, handle files/paperwork, and hand tools; ability to hear and understand speech at normal room levels and on the telephone; physical agility to lift up to 25 pounds to work with various boxes of files.

Approved: June 20, 2017