



DIRECTOR OF PURCHASING

Revision Date: 07/05/87

DESCRIPTION OF POSITION:

Under the supervision of the Assistant Business Manager, the Director of Purchasing shall plan, organize and direct the purchasing and warehousing of the district.

MAJOR DUTIES AND RESPONSIBILITIES

STATEMENT OF TYPICAL ESSENTIAL DUTIES:

- a. Establishes warehouse and purchasing department systems and procedures; orders annual warehouse stock by developing or recommending specifications, advertising for bids or quotations, and recommends the low responsible bidder.
- b. Sets warehouse stock limits.
- c. Supervises preparation, maintenance and distribution of warehouse stock catalog.
- d. Supervises maintenance of running inventory of warehouse stock, reorders when necessary, recommends discontinuing unused line items, and schedules and supervises physical inventories.
- e. Receives approved requisitions and costs out by quotations or bid.
- f. Organizes the sale of obsolete supplies and equipment.
- g. Supervises the distribution of supplies, furniture and equipment.
- h. Supervises the district's furniture and equipment inventory.
- i. Trains, supervises and evaluates staff.
- j. Assigns and reviews the work of staff.
- k. Interviews salesmen and vendors regarding aspects of purchasing operations, such as type and price of materials required, specifications, bids, quotations, and complaints and observe demonstrations of new products.
- l. Maintains vendor catalogs, purchase orders, and related files and documents.
- m. Develops specifications or assists a department by ensuring that their specifications are complete and usable.
- n. Lets bids and recommends acceptance of lowest responsible bids or quotations.
- o. Prepares bid summary sheets and maintains for public record.
- p. Arranges equipment maintenance contracts, supervises maintenance of equipment control records.
- q. Supervises the ordering and procurement of all district forms.
- r. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

MINIMUM QUALIFICATIONS:

Education

Graduation from an accredited college or university with a major in business management, public administration or a related discipline.

Experience

At least two years of purchasing experience in a school district, business or governmental agency or acceptable equivalent combination of education and experience.

Approved 6-81

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