LOMPOC UNIFIED SCHOOL DISTRICT

MANAGER-PURCHASING SERVICES

PURPOSE STATEMENT: Under the direction of the Director-Fiscal Services, plan, organize, control and direct the daily operations of purchasing, printing services and the warehouse departments; plan, organize and manage the receipt, ordering, inspection and storage of supplies and materials; plan and direct the annual physical inventory of stores materials; perform a variety of administrative tasks associated with constructions projects such as public works bids and contracts; schedule work assignments within established timeframes and standards; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the daily operations of the purchasing, printing services, and the warehouse departments; plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Develop, review and analyze Public Works project bid packages for the District; perform a variety of administrative functions, plan, review and specifications preparations; review purchase orders, contracts, bids to ensuring vendor compliance with established guidelines.

Administer contracts and changes to contracts through the completion of the work and beyond in compliance with established laws, regulations, policies and procedures.

Provide outreach services for private contractors; ensure compliance with certification requirements.

Procure equipment, supplies and materials; maintain availability of required items and completing jobs efficiently.

Research vendors, new products, laws, regulations; recommend purchases, contracts and maintaining District-wide services.

Develop and prepare the annual preliminary budget for the purchasing, printing services and the warehouse departments; review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Solicits quotations and provide cost information, making purchases and securing items; direct the estimation, budget and distribution of equipment and supplies to new and existing facilities.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Plan and manage the stock receipt and inventory control programs for equipment, supplies and materials.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Attend and conduct a variety of meetings as assigned; remain current on programs and issues that affect purchasing.

Operate a computer and other standard office equipment as assigned; drive a vehicle to various sites to conduct work.

OTHER FUNCTIONS:
Perform related duties as assigned.
KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Management of purchasing services, activities and operations.
Budget preparation and control.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures related to contracts and purchasing.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Arithmetic computations.

ABILITY TO:
Plan, organize, and direct the activities and operations of the Purchasing Department.
Train, supervise and evaluate the performance of assigned personnel.
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.
Prepare forecasts, projections and recommendations.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Perform arithmetic calculations quickly and accurately.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, accounting or related field and five years of increasingly responsible experience in purchasing operations including one year in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor/Office environment.
Driving a vehicle to conduct work.
Frequent interruptions and changing work priorities.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Generally the job requires 80% sitting, 10% walking and 10% standing.

FLSA Status: Exempt
Approval Date: 8/19/2010
Personnel Commission First Reading: 8/16/18
Personnel Commission Approval: 9/20/18
Salary Range: Classified Management – L4 (Approved 2/13/18)