



LOMPOC UNIFIED SCHOOL DISTRICT

MANAGER-PURCHASING & STORES

JOB SUMMARY:

Under the direction of the Director- Fiscal Services, plan, organize, control, coordinate district-wide support services, and direct the operations of purchasing services, warehouse, printing, and mail services departments; review the quality and pricing of products and services, and approve requisitions; develop business plans, programs, policies, and procedures, ensure and enforce their compliance with the appropriate laws, codes, policies and procedures; perform administrative tasks associated with construction, renovation, and repair projects; 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, direct, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate district-wide support services, and direct the operations of purchasing services, warehouse, printing, and mail services departments; prepare and implement goals, objectives, policies, priorities, and levels of service; ensure compliance with laws, codes, rules and regulations related to assigned areas.
- 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.
- 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.
- Oversee and review major contracts, agreements for adequacy and compliance with policies and procedures. Manage and oversee the implementation of multi-year contracts which include but are not limited to E-Rate, Food Services, and third-party administrators.
- Direct the operations of a centralized warehouse of materials and supplies used in the regular course of business, plan and manage the stock receipt and inventory control program for equipment, supplies and materials; establish a distribution plan that improves service to school sites.
- Direct activities involved in the pick-up, receipt, postage, sorting, processing and distribution of District-wide and U.S. mail and packages.
- Direct a centralized printing document processing function and the delivery, disbursement, and collection services. Oversee and establish customer services procedures that enhance the efficiency function.

- Prepare Request for Proposals and Quotes for contracts, supplies and materials; coordinate delivery schedules, pricing, meeting/interview, supply shortage or other issues, establish new accounts, and new multiyear contracts.
- Provide technical expertise, information, and assistance regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.
- Research and Identify resource needs, recommend, and implement policies and procedures; forecast funds needing for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures.
- 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.
- Participate in discussion and planning for new construction, major renovations, and repairs; participate in data gathering for specifications, coordinate bid and proposal processes, develop management information and control processes to evaluate work-in-progress; prepare bids and notice to bidders and related advertisements; analyze and verify bids received, award contracts for labor and materials.
- Administer contracts and changes to contracts through the completion of the work and beyond in compliance with established laws, regulations, policies, and procedures.
- Coordinate with the Facilities/M & O Department, other district departments and school sites to move school or department furniture and supplies, furnish equipment and material for class size reduction or increased enrollment, and replace stolen or damaged equipment; determine furniture and equipment needs for new standards
- Procure equipment, supplies and materials; maintain availability of required items and completing jobs efficiently. develop a standardize criteria for a variety of products, equipment and supplies utilized throughout the District; administer and coordinate the transfer, sale and disposal of surplus, obsolete, e-waste and scrap material, supplies and equipment as authorized.
- Research vendors, new products, laws, regulations; recommend purchases, contracts and maintaining District-wide services.
- 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 DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Bachelor's degree in business administration, accounting, or related field and four 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.

Knowledge of:

- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- 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.
- Develop and follow schedules for complicated Public Works projects.
- Prepare forecasts, projections, and recommendations.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Compare numbers and detect errors efficiently.
- Perform arithmetic calculations quickly and accurately.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

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

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: Classified Management Level IV