



JOB DESCRIPTION

Position Code: 638
Classified Group: SJSA
Salary Range: A-36
Work Days: 260
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POSITION TITLE: Supervisor, Procurement

DEFINITION: Under general direction, supervises the coordination of district purchasing activities: general purchasing, public works, nutrition services, contract management, e-procurement, purchasing – cards, etc.; ensures compliance with applicable federal and state laws, codes, rules and regulations.

DIRECTLY RESPONSIBLE TO: Director, Business Support Services

SUPERVISION OVER: Classified employees as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Responsible for the supervision of all purchasing functions at sites and departments ensuring compliance with district policies and State Education Code, Public Contract Code, Government Code, Federal and State codes and laws and other rules and regulations pertaining to purchasing activities.
2. Assists with the development, implementation, and updating of internal purchasing procedures and processes to ensure smooth and efficient delivery of services, to encourage effective and efficient management controls, and to be in compliance with laws, policies, and regulations; make recommendations to appropriate personnel regarding software development and enhancements.
3. Supervises, trains and evaluates the performance of assigned staff and assists with disciplinary actions as necessary and participates in the interview and selection of employees.
4. Assigns duties, assignments, and may modify workloads of assigned staff and reviews work for accuracy, completeness and compliance with established requirements.
5. Prepares purchase orders and leases for district acquisition of materials, supplies and equipment.
6. Coordinates and performs surplus disposal and fixed asset tracking and documentation.
7. Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities and personnel; research and prepare a variety of special projects as requested.
8. May perform year-end accounting procedures in accordance with GASB (Governmental Accounting Standards Board) accounting principles.
9. Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as a technical resource and resolve issues regarding product sourcing, safety, discrepancies, accounting payable issues, fixed asset, surplus disposal and public works bidding processes.
10. Prepares recommendations to the district regarding types and quantities of materials to be ordered; develop, recommend and establish standardized lists of furniture, equipment and supplies.
11. Establishes annual timelines for quantity purchases, consolidate District orders for quantity purchase, and represent the district in joint powers purchasing matters.

12. Monitors and supervises requisitions and service agreements for adequate data and authorization; receives price quotations from vendors by telephone, letter, fax, e-mail or personal contact; compares prices and values to provide cost-effective purchase; supervise preparation of purchase orders and placement of orders.
13. Manages and prepares the Purchasing Board report for compliance with laws and district procedures.
14. Manages the development of requests for proposals (RFPs) and contracts; prepares RFPs or contracts; arrange for any necessary publication; receive and coordinate review of RFP's; reviews and analyzes RFP data; prepares reports recommending selection and awarding of RFP's; prepare necessary communication; maintain necessary legal documentation.
15. Manages the development of bid specifications and prepare bid documents; prepare bid advertisements; arrange for publication as required by law; receive, open and tabulate vendor bid data for evaluation; reviews and analyzes bid data; prepares reports recommending selection and awarding of bids; prepare necessary communication; maintain necessary legal documentation.
16. As required, manages the development of bid specifications and prepare bid documents for public works, prepares bid advertisement as required by law; reviews and analyzes public works bid data; prepares reports recommending selection and awarding of bids; prepares, monitors, analyzes construction documents that include but are not limited to, data bases, correspondence, change orders, progress payments, Division of State Architects (DSA) close out, etc.
17. Prepares bid specifications for the procurement of large or unusual commodities and services.
18. Directs and monitors the warehouse receiving process and coordinate and supervise a variety of follow-up activities to ensure prompt delivery, correction of vendor shortages and damage, the maintenance of quality control procedures and correct entry of fixed asset information.
19. Develops and maintains a follow-up and reporting system on purchase orders; coordinate resolution of discrepancies in purchase orders, shipments, receiving and billing between vendors and the District.
20. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position; must have current or previous experience in a procurement/purchasing environment.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of district organization, operations, policies and objectives
- Knowledge of local vendors and sources of supply
- Knowledge of principles of supervision and ability to analyze complex problems, prescribe and formulate remedial policies and programs
- Knowledge of modern office practices and basic personnel procedures

- Ability to analyze and interpret data, program costs, and prepare concise reports
- Ability to communicate effectively both verbally and in writing with all levels of district staff, employee representatives, the community, insurance carriers, and attorneys
- Ability to plan, organize, and direct the work of self and others
- Ability to learn computerized systems and continually work toward enhancements
- Ability to work effectively with all levels of district staff, the community, and external agencies
- Ability to compile and prepare accurate reports
- Ability to establish priorities and meet deadlines
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, regular and punctual attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Outdoor playground environment
- Moderate noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including remaining in a stationary or seated position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 3/8/2011
Revised: 8/28/2017
Revised: 9/12/2017
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