

Pleasanton Unified School District

JOB DESCRIPTION

TITLE: Coordinator I, Purchasing, Warehouse & Graphics

CLASSIFICATION: Classified Management

REPORTS TO: Deputy Superintendent, Business Services

DESCRIPTION:

This position is responsible for planning, organizing, and coordinating a centralized purchasing and warehousing operations. Ensures compliance with public contracting requirements and has significant responsibility for formulating policies and administering district programs.

PERFORMANCE RESPONSIBILITIES:

- Assuring compliance with Board policy and the state education code pertaining to purchasing, warehouse and graphics operations.
- Establishing policies and procedures for the purchasing, warehouse and graphics departments.
- Directing the preparation of all bid, lease and contract documents.
- Contacting and interviewing sales representatives, ensuring the purchasing of quality supplies and equipment at reasonable prices and establishing and maintaining good relations with vendors.
- Maintaining district inventory of capital assets.
- Reviewing purchases and bid results with program managers, and making recommendations to Deputy Superintendent and Board of Trustees.
- Working with teacher committees and other staff to determine quantities and quality of store items, and evaluating samples supplied by vendors.
- Initiating correspondence pertaining to purchase order contracts, or the purchasing, warehouse or graphics departments.
- Directing the operation of the stores accounts, maintaining the stores catalog and stock control system.
- Working closely with Fiscal Services during budget development, and year-end close, to ensure purchase orders are closed in a timely manner for accurate year-end activities.
- Directing, assigning and reviewing the work of the purchasing, warehouse and

graphics staff.

- Investigating the feasibility of improving efficiencies and implementing cost savings in departments.
- Preparing and monitoring the budget for the purchasing, warehouse, and graphics programs, and special district accounts.
- Participating with the other districts in preparing and evaluating the cooperative purchasing bids.
- Staying abreast of market conditions, estimated delivery delays, seasonal variations, new or improved products and other factors affecting the cost of utility and purchases.
- Negotiating contracts and leases for supplies, services, and equipment.
- Maintaining surplus property lists and arranging for disposal through reissue and/or public sale or action.
- Selecting, assigning, training, and evaluating staff in accordance with needs.
- Preparing reports as mandated by district, state and federal agencies.
- Communicating regularly with district-wide staff, the community, and various agencies regarding services provided by department.
- Reviewing and maintaining the record retention documents.
- Monitoring and working with Directors of Facilities and Construction and Fiscal Services to ensure that restricted funds (Measure I1, Titles, etc) are used in accordance with their legal requirements.

QUALIFICATIONS:

Knowledge of:

Purchasing principles and practices; types of supplies, materials, and equipment commonly used in a school district; sources of supplies, commodity markets, marketing practices, commodity pricing methods and discounts.

Ability to:

Plan, organize and supervise the central purchasing operations of a school district; interpret laws, rules and regulations affecting school district purchase operations; prepare clear specifications in accordance with established procedures and format; prepare and present oral and written reports; establish and maintain cooperative working relationships with school district employees and representatives of manufacturing and commercial firms.

Education and Experience:

Bachelor's Degree in Business Administration, Accounting, or other related field, or equivalent to graduation from college with a major in business administration; four years of responsible purchasing experience, preferably with a school district.

TERMS OF EMPLOYMENT:

225 days, Management Salary Schedule

BOARD APPROVED: October 18, 2017