



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## **DIRECTOR, PURCHASING**

### **JOB SUMMARY:**

Under administrative direction of the Deputy Superintendent, Administrative Services, plans, organizes and directs an effective and comprehensive purchasing program for the District, including: the purchasing of goods, supplies, fixed assets inventory, equipment purchase and services as required. Assures that District purchases are made in accordance with applicable laws, codes, and policies. Supervises and evaluates the performance of assigned personnel.

### **CLASS CHARACTERISTICS:**

This is a single incumbent classified management position having responsibility for direction of the Purchasing Department staff and the District's overall purchasing operations. Ensures legal bid procedures are adhered to and performs professional procurement research and analysis and writes complex bid specifications. Directs the implementation and maintenance of the fixed asset program. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

### **REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*)**

Plan, direct, develop and supervise the purchase of supplies, equipment and services consistent with legal requirements and District policies; ***E***

Develop specifications, bid instructions, and purchasing procedures for major purchases; develop purchasing standards for district-wide use; ***E***

Conduct bid openings, analyze and evaluate bids received, verify qualifications of vendors, recommend award of contracts and prepare contracts for purchase of goods and services; ***E***

Review and authorize invoices for completed work on bids; review Purchase Requisitions for supplies and service agreements; ***E***

Negotiate and coordinate service contracts; ***E***

Advise District administrators regarding purchasing procedures and potential vendors; ***E***  
Review and supervise the work involved in soliciting quotations, placing and expediting orders, filling requisitions, checking, posting, preparing, filing purchase orders, bids, quotations and requisitions; ***E***

Establish procedures for and oversee maintenance of fixed assets inventory in accord with statutes; *E*

Prepare an annual purchasing calendar with purchasing deadlines and information; *E*

Select, train, supervise, and evaluate departmental personnel; *E*

Direct and maintain a perpetual warehouse and conduct annual physical inventories and set warehouse stock levels; *E*

Prepare and administer the department budget; *E*

Investigate and rectify discrepancies in goods and services ordered and received;

Plan, organize, and coordinate procedures for the sale and lease of equipment; make recommendations regarding standardization of equipment and supplies;

Interface with fiscal services for account auditing purposes; develop periodic or special reports as needed; *E*

Maintain vendor lists and material catalogues;

Establish and maintain cooperative, professional working relationships with vendors; *E*

Attend Board, public, staff and other meetings as needed; *E*

Keep current on modern purchasing practices and techniques; *E*

Perform other tasks and assume responsibility as may be assigned by proper authority.

**SUPERVISION:**

Administrative direction is received from the Deputy Superintendent, Administrative Services.

Supervises and evaluates employees assigned to the Purchasing Department.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles, procedures and legal requirements of school district purchasing;
- Principles and practices of purchasing, cost control, inventory and property control methods;
- Supplies, materials, equipment, services and bidding commonly used in school districts;
- Sources of supply/vendors, marketing practices, commodity pricing methods and discounts;
- Principles of public administration, management and organization;
- Principles and practices of employee training and supervision;
- Budget preparation and control;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

**Ability to:**

- Plan, organize, and administer a varied purchasing program, applying new developments and techniques;
- Interpret and apply applicable laws, rules, regulations and policies affecting District purchasing operations;
- Manage, supervise, motivate, direct and train assigned Purchasing staff;
- Prepare accurate and complete purchasing documents, specification bids, records and reports;
- Interpret market prices and trends;
- Operate various office equipment, including data and word processing equipment and software programs;
- Analyze information, make effective recommendations;
- Communicate effectively both orally and in writing;
- Work independently, prioritize, meet schedules and time lines;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

**EMPLOYMENT STANDARDS:**

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

**Education:**

- High school diploma or equivalent;
- Graduation from an accredited college or university with a B.A. or B.S. degree in purchasing, accounting or business administration is highly desirable.

**Experience:**

- Five (5) years of progressively responsible experience in purchasing goods and services; including one (1) year of supervisory responsibility or completion of a supervisory training program;
- Experience performing procurement functions in a California school district is highly desirable.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver License.

All the above licenses must be maintained as a condition of continued employment.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Performs administrative work in a typical office environment. Safely lift and carry up to 25 pounds; frequently sits, stands and walks, occasionally stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; Physical dexterity sufficient to operate personal computers, other standard office equipment, and a motor vehicle; Visual acuity sufficient to read and proof bid specifications, bid documents, computer printouts, and catalogs. Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with vendors, the public, employees, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revisions 5/17/90, 5/23/96, 9/11/03, 6/14/07

Job Description Review and Revisions Effective: 11/12/15