

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, PURCHASING & WAREHOUSE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct the acquisition of goods and services for the District; direct the functions and operations of the Purchasing and Warehouse departments; oversee the receipt and delivery of food items from the warehouse to District sites; assure compliance with legal codes related to the procurement process; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the acquisition of goods and services for the District; direct the functions and operations of the Purchasing and Warehouse departments; oversee the receipt and delivery of food items from the warehouse to District sites; assure compliance with legal codes related to the procurement process;

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of fiscal policies and procedures; develop Purchasing and Warehouse policies and procedures.

Evaluate purchases for legal bid requirements; prepare legal bids; conduct bid openings.

Approve expenditures and requisitions; sign purchase orders; authorize payments.

Approve mileage reimbursements, cash reimbursements, conference requests and field trip requests.

Prepare Board agenda items for scheduled Board meetings.

Review contracts for proper content and to assure compliance with District policies and procedures.

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

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

Develop and prepare the annual preliminary budget for the Purchasing and Warehouse departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a variety of office machines including a computer and assigned software; operate various warehouse equipment such as a forklift, pallet jack and hand truck.

Oversee various activities including the District recycling program and sales of surplus District property.

Attend a variety of meetings to maintain current knowledge of marketing trends, legal codes and requirements; conduct and facilitate meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Purchasing and Warehouse functions and operations.

Applicable laws, codes, regulations, policies and procedures.

Methods, practices and procedures of Purchasing and Warehouse.

Sources of supply, commodity markets, marketing practices and commodity pricing methods and differentials.

Warehousing procedures, material handling, inventory control and delivery.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and other office equipment.

Operation of various warehouse equipment.

ABILITY TO:

Plan, organize and administer the Purchasing and Warehouse functions of the District.

Interpret market prices and trends.

Plan and schedule purchasing activities to assure efficiency and service.

Plan installations and maintenance for District site playground equipment.

Supervise and evaluate the performance of assigned staff.

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.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to purchasing and warehouse activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in business administration or related field.

Experience: Five years of responsible purchasing experience including two years in a supervisory or lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office/warehouse environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Lifting and carrying moderately heavy objects.

Reaching overhead, above the shoulders or horizontally.

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to operate a computer keyboard.