

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Purchasing

QUALIFICATIONS

EDUCATION:        Required        B.A. or B.S. degree in business administration or a closely related field of study or equivalent work experience in a closely related field.

Desired        B.A. or B.S. degree or higher.

EXPERIENCE:       Required        Two years of experience in a responsible capacity involving purchasing work.

KNOWLEDGE OF:        Governmental purchasing principles and practices; the type of supplies, materials and equipment commonly used in a school district; the sources of supplies, commodity markets, marketing practices, commodity pricing methods and discounts; modern office practices, particularly as they apply to purchasing.

ABILITY TO:            Learn and interpret laws, rules and regulations affecting school district purchasing operations; prepare clear specifications in accordance with established procedures and format; prepare and present oral and written reports; deal tactfully and effectively with school district personnel and representatives of manufacturing and commercial firms; instruct, train, and supervise clerical personnel; make arithmetic calculations accurately and rapidly.

PERSONAL  
QUALIFICATIONS:        Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Director of Fiscal Services, the Director of Purchasing shall be responsible for the planning, organization, coordination and supervision of the purchasing operations and sale of property of the school district; to draft specifications, advertise for bids and quotations; analyze bids received and recommend awarding of contracts or placing of purchase orders; to keep informed of the legal requirements of purchasing; to interview vendors and consult with school district personnel regarding purchasing activities; to perform other duties as required and directed.

DUTIES AND RESPONSIBILITIES

As assessed by the Director of Fiscal Services, the outcomes of the Director of Purchasing's job performance will be as follows:

1. Personnel related to the operations of the Purchasing, Warehouse, and Reprographic departments will have been appropriately supervised and directed.
2. The functions of the Purchasing, Warehouse, and Reprographic Departments will have been capably organized, supervised, and evaluated.
3. The policies and procedures of the Purchasing, Warehouse, and Reprographic Departments will have been satisfactorily established in accordance with district rules and regulations, the Education Code, and the Public Contracts Code.
4. Assigned personnel will have been adequately supervised and appropriately evaluated.
5. The requisitions for district supplies and equipment will have been efficiently and expeditiously processed.
6. Inquiries to establish the best source of supply and best cost will have been efficiently and expeditiously accomplished.
7. Interviews with sales representatives and vendors regarding aspects of purchasing will have been effectively scheduled.
8. Department heads and administrative officials will have been regularly consulted regarding specifications.
9. Vendor and warehouse catalogs will have been adequately maintained.
10. Recommendations regarding awarding of bids and contracts will have been appropriately analyzed in compliance with district policies, procedures, and legal requirements.
11. Records showing current information on purchases completed, in process, and course of supply will have been accurately maintained.
12. Stock levels in the warehouse will have been satisfactorily maintained.
13. Damage/discrepancy claims to vendors will have been filed in a timely manner.
14. Personal property sales will have been conducted, when needed, in an efficient and efficacious manner.
15. Preparation of instructions to bidders will have been written accurately in accordance with district standards and legal compliance. Direction regarding the bidding process for outside contractors, administration of contracts, and assistance to district personnel with the preparation of technical specifications will have been provided.
16. Oral and written reports will have been satisfactorily made.
17. Mathematical calculations by purchasing personnel, when needed, will have been made accurately and rapidly.
18. The planning, organization, and coordination of purchasing deadlines will have been adequately directed.

19. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
20. Trainings for district site/department personnel for various software will have been effectively disseminated.
21. The research of trends, products, equipment, and tests for the purpose of recommending procedures and/or purchases will have been adequately accomplished.
22. District contracts/agreements for bids, public works, software providers, consultants, and memorandums of understanding will have been reviewed in a timely manner.
23. Active and consistent efforts will have been made to maintain or improve the external and internal image of the District, its divisions, and its schools.
24. The monitoring of District Cal Card usage will have been effectively administered.
25. Automatic fixed asset inventory system will have been appropriately monitored and maintained.
26. Records retention program will have been appropriately monitored and maintained.
27. Lease and maintenance contracts will have been appropriately monitored and maintained.
28. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
29. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
30. Other duties assigned by the supervisor will have been effectively accomplished.

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