

MANAGEMENT JOB DESCRIPTION

PURCHASING, PUBLICATIONS & WAREHOUSE DIRECTOR

JOB SUMMARY:

Under administrative direction, plans, coordinates, and directs the procurement of equipment, supplies and services, central warehouse functions of product receiving, storage, inventory and distribution and central publications functions of document reproduction, mailing and graphic work.

ESSENTIAL JOB FUNCTIONS:

- Plan, organize, control and direct the purchasing, warehouse and inventory control, and publications functions of the District.
- Plans and manages the continued development of the District purchasing program.
- Prescreen and qualify vendors; negotiate pricing and discuss methods of shipping, delivery time and other related information with vendors; create and maintain accurate vendor records.
- Participates with county and state purchasing agencies in cooperative buying ventures, and maintains close liaison with other local governmental purchasing departments.
- Monitors fiscal accountability of contracts, leases, and agreements to which assigned.
- Oversee maintenance contracts for District equipment.
- Devises purchasing department methods, forms, and procedures.
- Evaluates and coordinates all purchasing projects, determines actual requirements, and schedules.
- Explores alternative sources.
- Prepares specifications and schedules bids.
- Coordinates warehouse inventory process and controls records and programs.
- Ensures the proper maintenance of purchasing records for District and audit use.
- Prepares departmental budgets and assists in expenditure of school and District office budgets relating to procurement of equipment, supplies, and services.
- Coordinate the transfer and redistribution of equipment, and management of surplus property disposal activities.
- Coordinate activities to control the function of the District's printing and publication unit.
- Coordinate activities to control Warehouse and District mailroom functions; manage District's mail system.
- Directs timing and preparation of all standard lists for capital supply items.

PURCHASING, PUBLICATIONS & WAREHOUSE DIRECTOR

- Contracts services for total educational program, as well as the major support programs which include maintenance, custodial, gardening, duplicating, and transportation.
- Prepares Board reports for the Assistant Superintendent for Business Services and Support related to purchase orders and warrants; bids for approval, requests for leases, and authority for payment.
- Provide technical expertise, information, and assistance to the Assistant Superintendent for Business Services and Support regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs.
- Supervise and evaluate the performance of assigned staff; plan, coordinate and arrange for appropriate training of subordinates.
- Ensures that contracted work is performed properly according to the law and District policies.
- Initiates studies for the improvement of policies and procedures.
- Serves on committees for the purpose of formulating District policies.
- Assists in development, purchasing outfitting, and building opening phases of new school construction and modernization projects.
- Performs other duties as assigned.

KNOWLEDGE OF:

- Planning, organization and direction of the Purchasing, Warehouse, Inventory Control and Publications functions of the District.
- Applicable laws, codes, regulations, policies and procedures.
- Warehousing, inventory and materials control.
- Health and safety rules and regulations.
- Budget preparation and control.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Thorough knowledge of the principles and practices of professional purchasing with emphasis on sources of supply and information. Good knowledge of inventory and property control methods; principles of management, supervision, and training; and practical knowledge of warehousing, delivery schedules, and service contracts.

PURCHASING, PUBLICATIONS & WAREHOUSE DIRECTOR

Page 3

- Ability to plan, organize, and develop new programs and to coordinate plant maintenance, purchasing, and similar functions with school and District needs; supervise, train, and motivate staff; devise forms and procedures to expedite work; prepare technical and general written documents clearly and precisely; and communicate effectively with administrations, instructional, or business personnel.
- Ability to work under pressure and on tight timelines.
- Any combination of education and experience equivalent to: Bachelor's degree in Business Administration, Economics or related field and five years responsible, professional purchasing experience including bid preparation, procurement, material control, warehousing and distribution on a year to year basis in business or government.

Management Salary Schedule: Range E
BOARD APPROVED: 5/22/24