



Excellence for all.

Job Title: Supervisor of Purchasing

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Director of Finance or assigned administrator, coordinate, supervise and participate in the work of staff responsible for providing District-wide purchasing, warehousing, delivery, copying needs, price quotations, and fund verification; perform a variety of technical and clerical tasks related to the assigned area of responsibility; train, supervise and evaluate assigned staff.

Distinguishing Characteristics:

The Supervisor of Purchasing provides overall leadership and assumes management responsibility for the Purchasing Department and ensures compliance with local, State, and federal requirements. This is the highest classification in the purchasing job family.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Plan, prioritize, assign, supervise and review the work of staff assigned to purchasing, warehousing, delivery and copy center.
- Participate in the selection of assigned staff; provide or coordinate staff training; assist employees to correct deficiencies; recommend and implement discipline procedures.
- Train, supervise and evaluate assigned personnel; schedule, assign and review the work of assigned staff; participate in the selection of department staff; recommend discipline, promotion, or other personnel action according to established procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for purchasing, warehousing, delivery, District copying needs, and procurement; implement policies and procedures; recommend improvements and modifications.
- Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures according to established procedures.
- Oversee and manage the District credit card program, including user eligibility and expenditure limits, and individual and district-wide account management.
- Coordinate and maintain the physical inventory of District's fixed assets, including valuations and prepares related governmental information and reporting.
- Research and evaluate vendors, contractors, and other sources of supply; confer and negotiate with vendors and contractors concerning price, specifications, produce information, deliveries, services, shipping, and other related

issues; develop and maintain directory of vendors and serve as a District liaison with the vendors to develop and foster effective working relationships.

- Prepare and maintain a variety of records and reports pertaining to vendors, requisitions, purchase orders, and bid folders; maintain inventory control system; prepare reports on operations and activities as required; prepare agenda items for Board presentations.
- Travel to school sites and consult with administrators and department staff regarding specifications, quality and quantity of supplies, goods, and equipment; investigate complaints concerning goods purchased and recommend corrective action as necessary to resolve problem.
- Receive, examine, cost out and process requisitions for District supplies and equipment; issue purchase orders; follow-up with vendors to ensure receipt of proper quality and quantity on specified dates. Ensure District compliance to pertinent State and local codes, rules, and regulations; enforce safety rules and regulations.
- Develop or recommend specifications for major purchasing processes; advertise for bids or quotations; assist in organizing and coordinating the bid acceptance and opening process; prepare and maintain bid summary sheets; recommend low or responsible bidder; assist in preparing contractual documents.
- Provide, maintain, and distribute Material Safety Data sheets; coordinate and maintain the District's Hazardous Material Plan; coordinate hazardous material removal with departments.
- Supervise the distribution of supplies, furniture, and equipment; set warehouse stock limits; supervise preparation, maintenance, and distribution of warehouse stock catalog.
- Maintain running warehouse stock, furniture, and equipment inventory; monitor stock levels of materials and supplies; recommend discontinuance of unused line items; coordinate sale of scrap and surplus materials, supplies and equipment.
- Coordinate and implement purchasing systems using available technology to improve efficiency of purchasing operations.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Operations, services, and activities of a school purchasing program.
- Principles of supervision, training and performance evaluation.
- Methods, materials and equipment used in purchasing/warehouse work.
- Modern and complex principles, practices and technology used in purchasing school district supplies, materials and equipment.
- Types and sources of supplies, materials, services and equipment commonly used in a school district.
- Sources of supplies, commodity markets, marketing practices and commodity pricing methods.
- Modern warehouse operations and procedures.
- Modern office procedures, methods, equipment and technology.
- Modern methods of inventory and property control.
- Purchasing terminology, specification development and bidding procedures.
- District organization, operations, policies and objectives.

- Applicable federal, State and local laws, codes and regulations.
- Occupational hazards and standard safety precautions necessary in the work.
- Record-keeping and reporting procedures.
- Principles of budget preparation and control.
- Basic mathematic principles.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Supervise, organize, and review the work of assigned personnel.
- Organize, direct and implement a comprehensive District-wide purchasing program.
- Interpret and explain District policies and procedures affecting District purchasing operations and other District operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Evaluate procedural systems and recommend improvements.
- Develop and implement effective control systems and procedures.
- Interpret and apply Federal, State and local policies and procedures, laws and regulations.
- Prepare cost estimates, write specifications and prepare bids.
- Serve as liaison between vendors and the District.
- Select, supervise, train and evaluate assigned staff.
- Prepare and administer a budget.
- Prepare clear and concise reports.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school supplemented by college-level course work in public administration or a related field and five years of increasingly responsible experience in purchasing, accounting, operations, or a related field including two years of administrative and supervisory responsibility. Successful completion of the Merit examination process is required.

Licenses and other requirements: Valid California driver's license.

Working Conditions:

Environment: Office and field environment. Driving from site to site to conduct work.

Physical Demands: Standing and walking for extended periods of time. Climbing. Bending at the waist, kneeling or crouching. Reaching above the shoulders, overhead and horizontally. Pulling, pushing and carrying heavy objects. Climbing ladders and working from heights. Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone.

Hazards: Working around and with machinery having moving parts. Fumes from hazardous materials. Subject to noise from equipment operation.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 139

Revised: 7/19/00; Standard Education/Exp language 9/27/17; 5/22/19

Personnel Commission Classification/Compensation Study Approved: July 12, 2023