

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Purchasing/Warehouse Manager

Classification: Classified Management

FLSA: Exempt

Reports to: Director of Fiscal Services

Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in accounting, business administration or finance or related field and/or five years increasingly responsible experience in purchasing, inventory control and warehousing. Preferable minimum of 3 years prior supervisory experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

SUMMARY

Under the supervision of the Director of Fiscal Services, supports the educational process with specific responsibilities for overseeing purchasing, warehouse, construction cost accounting, and bid documents; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; assist departments and school sites in purchasing, preparing bid documents and request for proposals that meet District and State requirements, train and assist staff, oversee and coordinate the District wide inventory .

SPECIFIC RESPONSIBILITIES

1. Coordinates the organization, staffing and operational activities for the Purchasing department including District procurement and Warehouse operations
2. Contact vendors to secure bid prices and to coordinate assigned programs and activities
3. Coordinates and supervises the work plan for purchasing and warehouse
4. Prepare specifications, bid documents and request for proposals. Oversees and coordinates the bid process. Ensures compliance with applicable laws, rules and regulations
5. Oversee the bid process
6. Oversees Construction cost accounting to ensure compliance with regulatory requirements
7. Oversee District wide inventory and capital asset program
8. Negotiate and manage all district contracts for goods and services
9. Distributes information to departments and school sites. Prepares memos for communication to vendors or school site personnel.
10. Participate in the development and implementation of goals, objectives, polices and priorities for purchasing and warehouse. Identifies resource needs. Recommends and implements policies and procedures.
11. Directs, supervises and evaluates employees
12. Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff.
13. Participates in the development and administration of the Purchasing and Warehouse budgets. Forecasts additional funds needed.

14. Prepares and issues contracts and purchase orders for the procurement of equipment, materials, supplies and services.
15. Performs other duties as assigned that support the overall objective of the position.

SPECIFIC QUALIFICATIONS

Knowledge Of:

Purchasing management and procurement programs;
Warehouse management
Construction Cost Accounting
Governmental Accounting Standards Boards statements;
California School Accounting manual;
Preparation, review and control of assigned accounts;
Collective bargaining agreements;
Principles and practices of management, supervision and training;
Budget control and revenue projections;
District organization, operations, policies and objectives;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Microsoft Office;

Ability To:

Manage assigned functions relating to fiscal management, control and analysis;
Control and monitor assigned budgets or accounts;
Train, supervise and evaluate personnel;
Prepare and analyze comprehensive reports;
Plan and organize work;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Analyze situations accurately and adopt an effective course of action;
Operate a personal computer and a financial computing system;
Interpret, apply and explain rules, regulations, policies and procedures;
Meet schedules and timelines;
Work independently with little direction;

WORKING CONDITIONS

Environment

Office environment.

Physical Abilities

Sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read a variety of financial documents.

Hazards

Contact with dissatisfied or abusive individuals.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)