Mt. Diablo Unified School District

Director of Purchasing and Warehouse

Summary

Under direction of the Chief Business Officer, supervises, plans, and coordinates the activities and operations of the Purchasing Department and Warehouse. Oversees and performs technical duties in the procurement of equipment and supplies, preparation of bid specifications and contracts; supervises, trains, and evaluates assigned staff.

Distinguishing Career Features

The Director of Purchasing & Warehouse is a management position developing specification requirements, preparing bid documents and requests for proposals in accordance with District policies and procedures; expedites purchases and back orders to provide timely delivery of high quality services to sites and departments; exercises problem-solving skills, performs various record-keeping duties as required; supervises Lead Buyer, Buyer, Warehouse Supervisor, and other assigned staff.

Essential Duties and Responsibilities

- Plans, organizes, and directs the operational activities for the Purchasing Department and Warehouse.
- Coordinates, supervises, assigns, reviews, trains and evaluates assigned staff.
- Coordinates and participates in the development and implementation of goals, objectives, policies, and priorities related to the Purchasing Department and Warehouse.
- Coordinates warehouse and delivery services in accordance with District policies and procedures.
- Provides cost effective management and timely acquisition of supplies and equipment.
- Coordinates the bid process including pre-bid meetings, walks, and formal bid openings.
- Analyzes bids and makes recommendations to award bids.
- Prepares and processes specifications, bid documents, requests for proposals and contracts; receives bids and price quotes and evaluates according to established criteria and to ensure the financial viability of the District; records bid events and verifies vendor compliance with bid requirements and restrictions.
- Efficiently oversees and may perform technical duties in the purchase of District supplies, equipment and services; reviews and may process requisitions in a timely manner in accordance with District policies and procedures.
- Reviews and approves purchase orders prepared for a variety of administrative services, supplies, and equipment including service contracts. Supervises account set up for new vendors and assignment of vendor codes. Oversees and maintains records of transactions and use of equipment and services.
- Directs the maintenance of resource data for purchases by District personnel; analyzes inventory trends; maintains current catalogs and other related information for access by District Staff.
- Communicates and works collaboratively with vendors for the purchase of goods and services including quotations, negotiation of price, quantity, quality, and shipping and delivery information; interviews vendors regarding new merchandise and determines new sources of supply to meet the needs of students and staff; oversees the update and maintenance of vendor lists and files.

- Communicates and works collaboratively with District personnel and vendors to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, procurement cards, deliveries and payments.
- Coordinates, tracks and maintains use of District procurement cards by employees to keep integrity of programs intact. Works with vendors as necessary to maintain current authorized users; works with employees as necessary to collect necessary paperwork as required.
- Reviews requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; tracks the status and handling of outstanding orders made to vendors; assures proper time on release of orders per purchase order; obtains necessary information from District personnel to complete documentation.
- Oversees, develops and maintains a variety of logs, annual contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepares periodic and special reports as needed; enters and retrieves data using a computer.
- Authorizes stock and non-stock purchases; determines best source of supply and price by interview of vendors; clarifies shipping and payment details with vendor and internal customers; traces shipments and expedites delivery as needed, coordinating with the warehouse and ensuring proper accounting and addition to inventory.
- Researches and prepares lists of vendors, professional associations, advertising sources, and other categories to support the bid announcement process. Obtains price and delivery estimates from existing and approved vendors on routine items.
- May assist end-users with problems associated with generating computer-aided requisitions and purchase orders.
- Develops and maintains the annual budget for the Purchasing Department and Warehouse.
- Maintain centralized records for all agreements and amendments that will be subject to review by independent auditors.
- Develop and administer school and classroom furniture and equipment standards.
- Develops and maintain furniture replacement calendar.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

  This position requires specialized knowledge of purchasing and warehouse procedures for supplies, furnishings, and equipment; terminology, inventory control and procurement programs. Requires working knowledge of school district and department purchasing policies and procedures and applicable sections of current State Education Code and other applicable laws. Requires working knowledge of bid specification development process. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires knowledge of and skill at using personal computer- aided office productivity software and data entry and report writing features of specialized software used in purchasing and inventory control. Requires working knowledge of basic research methods. Requires interpersonal skills using tact, patience and courtesy. Requires oral and written communication skills. Requires working knowledge of principles and practices of supervision, training and providing work direction. Requires knowledge of District organization, operations, practices, objectives and goals. Requires knowledge and skill in record-keeping techniques. Requires sufficient human relations skill to convey technical information to other departments and vendors.

- **Abilities**

  Requires the ability to perform all of the essential duties of the position. Requires the ability to perform technical duties in the purchase of District supplies, equipment and services. Must be able to exercise sound judgment in the purchase of a variety of materials, supplies and equipment. Requires the ability to assist in sustaining and monitoring the financial viability of the District. Requires the ability to prepare complete and concise specifications. Requires the ability to read, interpret, apply and explain current rules, regulations, policies and procedures. Must have the ability to train, supervise, evaluate, and provide clear expectations to assigned personnel. Requires the ability to establish and maintain cooperative and effective working relationships with a diverse range of people. Requires the ability to maintain records and prepare reports. Must be able to plan and organize work to meet schedules and time lines. Requires the ability to work independently with little direction. Must be able to add, subtract, multiply, and divide quickly and accurately. Requires the ability to analyze situations accurately and timely and adopt effective courses of action. Requires the ability to communicate, understand, and follow both oral and written directions effectively. Must be able to communicate using patience and courtesy. Must be able to apply integrity and trust in all situations. Must be able to operate a variety of office equipment including computer. Must be able to learn new or updated computer systems/programs or skills to apply to current work.

- **Physical Abilities**

  The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations. Requires the ability to lift, push and pull materials of medium weight on an occasional basis. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

  Bachelor's Degree in Business Administration or related field preferred, or minimum of five (5) years of increasingly responsible experience in the purchase of supplies and equipment and/or inventory control experience, preferably in a California public school system. Some supervisory experience is required.

- **Licenses and Certificates**

  Requires a valid driver's license.

Salary Scale: DMA 18

Approved by the Board of Education: May 22, 2017