

ONTARIO–MONTCLAIR SCHOOL DISTRICT

Director of Purchasing

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs the activities and operations of the District's Purchasing department, including the District's warehouse, print production, mail room and office reception functions; and performs related duties as assigned. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating the purchasing, print production, warehouse, reception and mail operations and activities for the District. The incumbent is responsible for ensuring that District schools and departments receive a high level of customer service and that requested items, equipment, supplies and materials are purchased, obtained and distributed in a timely, accurate, expeditious and cost-effective manner. Additionally, the incumbent is held accountable for ensuring the smooth, efficient and safe operation of the District's warehouse and the District's print production center and timely and accurate distribution of incoming and outgoing District and U.S. mail. Responsibilities are broad and diverse in scope and require a high degree of independent judgment and discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Purchasing department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that

support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.
5. Provides necessary authorizations, expertise, guidance and assistance to staff, senior management, other District personnel, vendors and outside agencies in purchasing matters; reviews and approves purchase orders and oversees that processing of requisitions into purchase orders; evaluates specialized information and data and provides decisions and recommendations on a wide array of matters, such as purchase standardizations; plans, organizes, directs and monitors the development of and, in complex or special cases, personally develops bid packages, specifications and contract documents; reviews and analyzes specifications and bid data for the purchase of large or unusual commodities, construction and service contracts and prepares data to support the recommendation for award to the Board of Trustees; plans and directs the preparation of bid advertisements and bid openings and recommends successful bidders; in compliance with state and District laws, regulations, codes, policies and requirements, manages major bids and contracts, including evaluating bids and making recommendations to senior management and the Board as to the award of contracts; as appropriate, communicates with vendors, other Districts and professional agencies to research and develop new products, new distribution methods, market conditions and new sources of supply; plans and standardizes the purchase of District supplies, materials and equipment; reviews and maintains Board policies and administrative regulations as they pertain to bids, quotes and contracts and vendor relations; receives, responds to and resolves purchasing-related questions, inquiries and complaints from customers and vendors.
6. Plans, organizes, controls, integrates and directs the activities and operations of the District's warehouse; directs operations for the receipt, storage and issuance warehouse stock and products; directs and evaluates the assessment, identification and reporting of shortages, damages and other deviations; approves stock control policies and procedures; plans and directs stock inventories; ensures organization, safety, security and cleanliness of warehouse facility; plans and directs periodic inspections of warehouse facility for fire, safety, storage and security discrepancies, identifies issues and plans, directs and monitors appropriate resolutions; plans, controls and directs the maintenance and upkeep of warehouse facilities.
7. Plans, organizes, controls, integrates and directs the activities and operations of the District print production center and mail operations; ensures the development and production of quality printed materials for use by customers throughout the District; manages and ensures the timely and accurate distribution of incoming and outgoing District and U.S. mail.
8. Plans, evaluates and directs the activities and operations of District office reception; oversees staff involved in the use and operation of the District's multi-line telephone console or switchboard to receive, screen and direct calls and performing receptionist duties for the District office.

9. Develops and directs coordination, implementation, administration and improvement of a wide array of assigned District purchasing and other related programs.
10. Directs development of and writes, reviews and revises a wide variety of routine to complex memos, letters, reports, purchasing calendars, catalogs and Board agenda items; manages and oversees the maintenance of complete and accurate department records.
11. Attends a wide variety of Board, senior management, committee and staff meetings.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, rules and regulations related to public sector purchasing and distribution.
2. Sources and types of products, commodities and services used by a school district.
3. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
4. Warehouse operations and inventory control practices, methods, techniques, procedures and terminology.
5. Methods and techniques of handling, storing and inspecting applicable materials.
6. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
7. Principles and practices of sound business communication.
8. Principles and practices of effective management and supervision.
9. District classified human resources policies and procedures and labor contract agreements.

Ability to:

1. Plan, organize, manage and integrate the activities of a large purchasing and distribution operation to meet District business and operating objectives.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents.
4. Efficiently conduct vendor and product research.
5. Draft concise, comprehensive bid specifications for highly technical products and services.
6. Communicate effectively both orally and in writing.

7. Understand, interpret, apply and explain applicable laws, codes, policies and procedures.
8. Prepare clear, concise and comprehensive reports and written materials.
9. Present proposals, recommendations and technical information clearly, logically and persuasively.
10. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
11. Operate a computer and standard business software.
12. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
13. Establish and maintain effective working relationships with District administrators, Board members, senior management, representatives of other public agencies, faculty, staff and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in public administration, business administration or a closely related field; and at least five years of progressively responsible purchasing and distribution experience, at least three of which were in a management or supervisory capacity. Experience in a public agency is preferred. A Master's degree in Business Administration is preferred, but not required.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple,

concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, board members, faculty, staff, representatives of other agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: February 18, 2021