

MANAGEMENT JOB DESCRIPTION

**PURCHASING, PUBLICATIONS & WAREHOUSE
MANAGER**

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:

- Plans and manages the continued development of the District purchasing program.
- 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.
- Directs timing and preparation of all standard lists for capital supply items.
- Contracts services for total educational program, as well as the major support programs which include maintenance, custodial, gardening, duplicating, and transportation.
- Monitors publications, mail services, and graphics area.
- Plans and administers surplus property disposal.
- 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.
- 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.
- Ensures that contracted work is performed properly according to the law and District policies.
- Interviews vendors, participates with county and state purchasing agencies in cooperative buying ventures, and maintains close liaison with other local governmental purchasing departments.
- 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.

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.
- 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.
- Five years of responsible, professional purchasing experience in business or government.
- Completion of high school with training and experience in procurement, material control, warehousing, and distribution on a year-to-year basis.

Management Salary Schedule: Range J
BOARD APPROVED: 4/17/07