Adams12 Five Star Schools

Job Description
Prepared/Revised: July 2026

Job Title:	**Director, Supply Chain Management**	Job Code:	**3012**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L18**
Typical Work Year:	**12 months**		

SUMMARY: Oversees the warehouse operations, warehouse procurement, and purchasing staff, policies, process improvements, and procedures of the Warehouse and Purchasing Departments. Responsibilities include ensuring that district personnel adhere to all Board and District policies related to purchasing and ensuring that the Purchasing Department adheres to all federal and state laws with regard to procurement, contracting, and coordinates formal bidding processes. Monitors vendor performance, handles contracts and delivery disputes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manages purchasing, warehouse, and distribution operations by assisting school administrators and other district departments to ensure all district policies and procedures are followed when purchasing materials and supplies. Assist with the development and implementation of purchasing policy and procedures. Communicate purchasing policies and procedures to district personnel.	D	15%
2. Manage daily purchasing activities, including identifying work assignments; providing leadership in determining the proper procurement methodology; ensuring contract compliance to awarded vendors; reviewing, evaluating and analyzing bids; monitoring procedures of major bid awards; researching life cycle cost of certain equipment; leading special project teams; and managing, maintaining and reviewing procedures for the physical administration of all contract documents.	D	15%
3. Manage the purchasing coordination for new schools and all other district facilities, including ensuring that the appropriate materials are ordered, received and installed. Provide guidance to district personnel in selection and procurement of fixtures, furnishings, and equipment for renovations, additions and new district facilities. Evaluate organizational supply chain needs and processes. Coordinate with internal and external stakeholders in the development of solutions to logistic support issues.	M	15%
4. Manage and evaluate administrative and classified staff, including directing work; evaluate staffing requirements; and recommend and coordinate professional development, professional memberships and educational opportunities for the Purchasing staff. Responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports.	D	10%
5. Manage the Procurement Card Program which includes overseeing issuing of cards, closing accounts, modifying accounts, auditing accounts, training, reporting and maintaining vendor relationships.	W	5%
6. Provide training and guidance to district personnel regarding procurement laws, policies, procedures and contract negotiations. Work with the Financial Services department to test new SFS procedures.	D	5%
7. Develop and enforce purchasing procedures for the district. Make recommendations to the leadership team for District Policy changes.	M	5%
8. Approve requests for the procurement of materials in accordance with all state and federal laws and District Policy. Responsible for assuring the appropriate and most effective procurement methodology is utilized in accordance with all state and federal laws and District Policies. Approve all sole source contract requests for the district and reports monthly on sole source contract approvals.	D	5%
9. Manage the Purchasing budget and the Capital Reserve funds for office equipment and furniture.	M	5%

10. Administer, manage and analyze all electronic procurement solutions that are utilized by district personnel.	Q	5%
11. Manage the development and maintenance of all technology for the Purchasing Department including databases and internal and external web sites.	Q	5%
12. Performs other duties as assigned.	Ongoing	10%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with a major pertinent to the position requirements.
- Minimum of five (5) years of procurement/purchasing experience, including experience with complex governmental contract administration.
- Experience managing a large public bond funded program preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Certified Public Professional Buyer (CPPB) or other related professional certification in purchasing or ability to obtain within (2) years after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel among various district locations.
- Strong interpersonal, written, and verbal communication and management skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to lead, coach, and develop employees.
- Advanced knowledge of Procurement Card Program and purchasing laws.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Google applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Senior Buyer	3	3015
	Buyer	1	3014
	Bond Contracts Administrator	1	071201
	Warehouse Senior Buyer	1	TBD
	Warehouse Manager	1	051116
	Warehouse Services Lead	1	1475
	Warehouse Worker	8	1472

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

- Develop and manage the Warehouse and Purchasing Department budget, the Capital Reserve funds for office equipment and furniture.
- Collaborate with Budget and Accounts Payable Teams to add strategic value and ensure organizational alignment.
- Authorize expenditures through the district financial system.
- Participate in initiating a requisition.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	