Position: Director - Purchasing & Warehouse	FLSA: Exempt	Work Days: 223
Reports to:Associate Superintendent/CBO or Designee	Salary: Classified Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Purchasing & Warehouse provides strategic leadership and direction for the district's Purchasing and Warehouse operations, ensuring the efficient, compliant, and cost-effective procurement, storage, distribution, and inventory management of goods and services that support district programs, operations, and student success. Oversees all aspects of purchasing, contract administration, warehouse logistics, inventory control, and supply chain operations. Ensures alignment with federal, state, and local procurement laws, district policies, and strategic priorities while promoting operational excellence, fiscal responsibility, and high-quality customer service across all district departments and sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Provide vision, leadership, and direction for all district purchasing, warehouse, receiving, inventory, and distribution operations.
- Ensure full compliance with all federal, state, and local laws, regulations, board policies, and administrative procedures governing public procurement, bidding, contracting, and warehouse operations.
- Direct the procurement of supplies, materials, equipment, and services for quality, compliance, competitive pricing, and timely delivery.
- Oversee formal and informal bidding processes, Requests for Proposals (RFPs), Requests for Quotes (RFQs), and contract negotiations in accordance with applicable legal requirements.
- Develop, implement, and monitor purchasing policies, procedures, and internal controls to promote transparency, accountability, and fiscal stewardship.
- Lead warehouse operations, including receiving, storage, inventory management, surplus property, delivery systems, and distribution of materials to district sites and departments.
- Maintain efficient inventory control systems to optimize stock levels, minimize waste, and support uninterrupted district operations.
- Oversee vendor selection, contract management, supplier performance, and strategic sourcing initiatives to maximize value and service quality.
- Develop and manage departmental budgets, including forecasting, expenditure control, operational efficiency, and long-term planning.
- Coordinate with district departments to assess purchasing needs, standardize procurement practices, and support operational and instructional goals.
- Oversee proper management of fixed assets, surplus property, and disposal processes in compliance with district policies and legal standards.
- Monitor market trends, product availability, pricing fluctuations, and supply chain risks to proactively address district needs.
- Direct implementation and maintenance of purchasing and inventory management software systems to

improve efficiency, reporting, and accountability.
- Provide leadership, supervision, and evaluation of purchasing, warehouse, and support staff, including training and professional development opportunities.
- Develop and implement safety protocols and operational standards for warehouse facilities and equipment functions.
- Prepare and maintain accurate records, reports, audits, and documentation related to procurement activities, contracts, inventory, and warehouse operations.
- Collaborate with district leadership, school sites, and external agencies to support district initiatives and operational priorities.
- Serve as the district's representative with vendors, regulatory agencies, professional organizations, and community partners related to purchasing and logistics.
- Prepare and present reports to the Superintendent, Cabinet, and Board of Trustees regarding program performance, compliance, and strategic initiatives.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 50 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor's degree or higher from an accredited college or university with major coursework in business administration, public administration, supply chain management, logistics, purchasing, finance, or a related field. A Master's degree is highly desirable.
- Experience: Five years of increasingly responsible experience in purchasing, procurement, warehouse operations, logistics, supply chain management, or a related field, including at least three years in a leadership or supervisory capacity. Experience in a public school district, public agency, or large-scale institutional environment is highly desirable.

LICENSES AND CERTIFICATES

- Valid California driver's license required