

VISTA UNIFIED SCHOOL DISTRICT

PURCHASING MANAGER

Purpose Statement

The purpose of a Purchasing Manager is to coordinate and manage purchasing programs and services; achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; oversee assigned personnel; provide information to others; schedule work assignments within established timeframes and standards; provide training and work direction to assigned staff.

This job reports to the Executive Director of Fiscal Services.

Essential Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes required for the audit.
- Assists departments and sites with the purchasing process for the purpose of delivering services in compliance with established guidelines.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding the status of inventory and/or deliveries.
- Compiles data from a wide variety of sources (e.g., request for proposals, bids, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components.
- Coordinates activities and functions (e.g., pre-bid conferences, vendor presentations, informational meetings, etc.) for the purpose of ensuring best practices in procurement.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Evaluates a variety of manual and electronic documents, reports, and files (e.g., requisitions, change orders, bids, vendor documentation, etc.) used in the acquisition of supplies, equipment, and/or services for the purpose of ensuring compliance with regulatory requirements and established guidelines.
- Initiates bidding process (e.g., prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g., vendors, contracts, construction information, purchase orders, etc.) for the purpose of documenting activities and providing an up-to-date reference and audit trail for compliance.
- Manages the day to day operations of the department and the implementation of new programs and/or processes (e.g., establishing assignments, overseeing purchasing functions, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Monitors and authorizes purchase orders and bids and expedites delivery for the purpose of ensuring accurate allocation of funds and complying with regulatory requirements and established guidelines.
- Negotiates with vendors for the purpose of ensuring purchases are within district requirements.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches a variety of topics for the purpose of recommending new programs/services, ensuring program compliance with established requirements, securing general information, and/or responding to requests.
- Responds to a variety of inquiries regarding procedures and requirements for purchasing and related services for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Trains assigned personnel on purchasing procedures and related services for the purpose of providing direction and developing professional skills.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- applying job-related codes, regulations and laws;
- compiling and analyzing financial and statistical information and data;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- accounting procedures;
- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods and procedures of inventory control;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;
- modern office practices and procedures;
- personnel practices;
- preparation of informal and formal bids and related procedures;
- procedures, practices, and regulations governing public procurement;
- procedures, practices, methods, and terminology used in purchasing;

- recordkeeping and record retention practices;
- safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- making arithmetic calculations quickly and accurately;
- meeting deadlines and schedules;
- multitasking;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Associate's Degree in job-related area.

Equivalency: Associate's degree in business administration, public administration, accounting, or related field and four (4) years of purchasing experience in a public agency with at least two (2) years in a supervisory capacity. School district experience highly preferred.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee

must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Established: 04/09/2019

Salary Grade

Classified Management, Range
20