CLASS TITLE: DIRECTOR - PURCHASING

BASIC FUNCTION:
Under the direction of the Assistant Superintendent-Business Services, plan, organize and direct the functions and operations of the Purchasing Department; assure the judicious procurement of materials; establish, implement and direct purchasing policies and coordinate the purchasing responsibility and procedures with site and department requirements; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:
Plan, organize and direct the functions and operations of the Purchasing Department; assure the judicious procurement of materials; establish, implement and direct purchasing policies and coordinate the purchasing responsibility and procedures with site and department requirements; standardize purchases throughout the District.

Prepare bid specifications and bid documents; evaluate bids and make recommendation for awards; prepare documents for processing following awarding of a bid including letters, contracts and bonds; coordinate receipt of documents for authorization to proceed.

Monitor contracts from beginning to notice of completion; resolve disputes, changes, substitution requests, certified payroll requests, payment authorizations and other matters as needed.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Negotiate contracts; review legal conditions of contracts and close contracts.

Review purchase orders to verify appropriateness of account number, approval levels, pricing, fixed asset categorical identification of equipment prior to final approval.

Develop and maintain sources of supply by maintaining current knowledge of technology changes, vendor competence and competitive marketing conditions.

Obtain proposals for services and quotations on items at an assigned dollar amount; solicit financing proposals for District construction projects or equipment purchases.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of fiscal and other policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to purchasing-related activities; prepare reports for the Board as requested; maintain documentation and current status on lease/purchase contracts and commitments to appropriate site...
or department budget. E

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. E

Develop and prepare the annual preliminary budget for assigned budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. E

Operate a computer and other office equipment as assigned. E

Test and evaluate commodities to assure balance of quality and monetary expenditure as assigned.

Attend a variety of meeting and participate on assigned committees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the Purchasing Department.
District purchasing policies and procedures.
Education Code, Public Contract Code, and Governing Board policies.
Fixed asset inventory.
Local vendors and sources of supply.
Bid preparation procedures.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize and direct the functions and operations of the Purchasing Department.
Receive and analyze bids and recommend awards.
Prepare and administer service contracts.
Purchase a variety of equipment, materials, supplies and services.
Establish, implement and direct purchasing policies.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to the Purchasing Department.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, finance or related field and five years increasingly responsible experience in a purchasing office.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.