

## VISTA UNIFIED SCHOOL DISTRICT

### 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. **E**

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. **E**

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

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. **E**

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

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

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

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

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. **E**

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.