

**PURCHASING SUPERVISOR****DEFINITION:**

Under the supervision of the Director of Business Services, responsible for planning, organizing, supervising and directing functions related to the acquisition, inventory, and delivery of District equipment and supplies in accordance with informal and formal bidding procedures; prepares specifications and contracts for services and supplies; to prepare, maintain and process financial and statistical records and reports related to District purchasing functions; to oversee fixed assets and inventories of district property; trains and evaluates the performance of assigned personnel and performs other related work as required; and to perform a variety of support services and coordination of District purchasing and warehousing functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Analyze a variety of processes for the purpose of developing recommendations regarding the awarding of contracts, supplies, etc.
- Communicate with other management staff, District personnel, vendors and contractors for the purpose of fulfilling District needs by coordinating activities and programs.
- Conduct inquiries from vendors, other school districts, County Office of Education, etc. for the purpose of establishing the best sources for needed supplies and equipment.
- Coordinate with District personnel regarding warehouse operations, delivery of items, sale of surplus and obsolete equipment and supplies, year-end closing, etc.
- Coordinate the development of bid specifications by conferring with staff and administration regarding product needs for the purpose of satisfying District supply.
- Maintain fixed assets and furniture and equipment inventory for the purpose of maximizing District resources.
- Maintain records for the purpose of providing required documentation and audit trail for compliance.
- Oversee the disposal of District surplus inventory.
- Prepare letters, memorandum, fixed assets reports, drafts and documents related to bidding and purchasing supplies, and statistical reports.
- Process purchase orders, warehouse orders, vendor assignments, and quotes.
- Supervises and evaluates other Purchasing personnel.

**QUALIFICATIONS:****Knowledge of:**

General principles and procedures of public purchasing, warehousing and distribution operations; Education Code, Public Contract Code, and District policies, and other legal requirements for school district purchasing; public school district purchasing methods, techniques, and practices relating to the preparation of contracts, specifications, and bids; basic knowledge of automated purchasing and inventory control procedures; and supervisory and management techniques; office management and record keeping practices.

**Ability to:**

Plan, organize, supervise, direct and evaluate the work of subordinate personnel; exercise good judgment regarding the appropriate quality and quantity of supplies and equipment; keep current on interpretation of codes, laws, safe production and storage criteria; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Three years of experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school.

Physical Performance Requirements:

Frequent lifting of up to 25 pounds with or without assistance. Frequent sitting, standing or walking with bending, stooping, squatting and twisting.

Licenses:

Possession of a valid California Driver's License.

Board Approved: December 9, 2014