

**PURCHASING MANAGER****DEFINITION:**

Under direction of the Assistant Superintendent, Business Services, plan, organize and direct the District's purchasing and materials management programs, the fixed asset program, the mail distribution and courier functions; the District-wide recycling, surplus property disposal, and records retention programs; interpret and ensure compliance with state, federal and local rules and regulations affecting school purchasing; ensure use of computerized and internet sourcing, ordering and inventory control methods; train, supervise and evaluate assigned personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize and develop manual and internet based procedures to accomplish the purchase, receipt, warehousing, and recycling/disposal of all supplies and equipment.
- Review and approve incoming requisitions and projects.
- Assign work activities, and direct buying personnel in the preparation and issuance of requests for quotations, bids, orders and contracts for supplies, materials, equipment, construction, maintenance, and services.
- Ensure protection of District's interests by including all appropriate statutory requirements and obtaining maximum competition.
- Write complex bids and contracts.
- Administer and maintain all District orders and contracts to ensure compliance with terms and conditions.
- Conduct bid openings, evaluate bids, and recommend award of contracts to Superintendent and Board of Education.
- Ensure that buyers locate and establish reliable sources of supply, including use of cooperative purchase agreements, the Internet, and attendance at vendor shows and vendors' facilities.
- Confer regularly with District and school administrators to assist in determining purchasing needs and developing calendars to ensure timely ordering of goods and services.
- Direct the operations of the receiving and surplus property redistribution warehouses; ensure that all property is received, bar coded, inventoried, and delivered.
- Review stock levels and space requirements to ensure adequate warehousing of supplies and equipment.
- Schedule periodic inventories of equipment and fixed assets and the updating of inventory records.
- Organize and direct the District recycling program, and provide assistance to establish recycling programs at school sites; ensure the purchasing of recycled products.
- Plan and direct the District program for redistribution/disposal of surplus property, ensuring that surplus property is identified, collected and redistributed, or disposed of in accordance with board policies, and that records are updated accordingly.
- Provide guidance to District Office and school sites regarding the retention of records, formatting records retention on hard copy or computerized disks.
- Supervise and evaluate purchasing and warehouse personnel; provide staff training and professional development as appropriate.
- Perform other duties as assigned.

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

Public contract, government, civil, labor, education and uniform commercial codes, Board of Education policies, and general principles, procedures and legal requirements of stores management and school district purchasing; techniques to prepare bids and contracts and to purchase supplies, materials and equipment commonly used in a school district; principles of contract administration; sources of supply,

marketing practices, computerized and Internet purchasing, commodity pricing methods and discounts; inventory identification and control; surplus property sale and disposal techniques and statutory requirements; recycling and records storage and retention programs and practices; personal computer and related software; principles of modern office management and organization; principles of supervision and training.

Ability to:

Plan, organize and direct complex purchasing, bids, contracts and warehousing functions; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

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

Education:

A bachelor's degree from an accredited college or university. Master's degree and professional purchasing certification preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: February 7, 1979

Revised: September 5, 1984

Revised: August 30, 1988

Revised: April 5, 1990

Revised: February 10, 1998 effective March 1, 1998

Revised: October 8, 2002

Revised: March 6, 2025