

## DIRECTOR OF PURCHASING SERVICES

### DEFINITION

Under the direction of the Associate Superintendent of Business Services, plans, organizes, coordinates and supervises the operation of the District Purchasing Department, Warehouse, Print Shop, and Mailroom Services. Responsible for the evaluation and productivity of all assigned personnel; develops bid specifications and contracts; serves as a resource to District personnel regarding contracts, asset inventory, material, supplies and equipment; serves as a liaison between the District and various commodity vendors and manufacturers' representatives; assures compliance with legal codes related to the procurement and bidding process; supervises and evaluates the performance of assigned staff; and other related duties as required.

### ESSENTIAL DUTIES

Plan, organize, analyze and supervise buying and related purchasing functions, following all requirements in accordance with all applicable laws, and Educational and Government codes.

Plan, organize, develop and implement procedures and guidelines relative to the warehousing and distribution of goods, supplies, material, and equipment.

Plan, organize, develop and implement procedures and guidelines relative to printing and mail services.

Plan, organize, and evaluate the performance of the purchasing, print shop, mailroom and warehouse personnel.

Revise and update District purchasing policy and handbook as needed.

Review, monitor and evaluate requisitions for supplies, materials, equipment and services to ensure that specification standards are observed.

Assist, counsel and advise District personnel related to printing operational procedures and equipment.

to ensure high quality print and production standards.

Review and evaluate inventory control records and ensure they are properly stocked.

Plan, organize, establish, and maintain commodity supply and commodity catalogue library.

Plan, develop and conduct personnel orientation.

Prepare a variety of management reports as required.

Performs other duties as required.

### QUALIFICATIONS

#### KNOWLEDGE OF:

Principles, methods, procedures and techniques of the purchase of supplies, materials and equipment required for an educational organization.

Sources of commodities, supplies and general marketing trends.

Financial, inventory control, printing, mail, and purchasing record maintenance systems.

Organization, coordination and supervision techniques.

Standard purchasing terminology, specification development, bidding procedures, and public contract code.

Federal and state rules, regulations and policies pertaining to purchasing, warehouse and asset inventory management.

Principles and practices of administration, supervision, and training.

Computer hardware, software and applicable software applications.

