

ORANGE UNIFIED SCHOOL DISTRICT

DIRECTOR, PURCHASING

DEFINITION

Under general direction, to plan, organize, coordinate and supervise the District purchasing functions and activities; to serve as a resource to District personnel regarding material, services, supplies and equipment; to serve as a liaison between the District and various commodity vendors and manufacturers' representatives; and to do other related work as required.

ESSENTIAL DUTIES

- Plan, organize and direct the buying and related purchasing functions.
- Plan, organize, develop and implement procedures and guidelines relative to the vendor bidding, and the bid opening and awarding process.
- Review, monitor and evaluate requisitions for supplies, materials, equipment and services to ensure that specification standards are observed.
- Counsel and advise various District personnel related to contracting, buying standards, commodity supply sources and purchasing and procurement timeliness.
- Plan, organize, coordinate and direct the gathering of quotations and data pertaining to the procurement of commodities and contract services.
- Prepare bid specifications for the procurement of large or unusual commodities and services.
- Review and analyze bid data, and prepare reports recommending selection and awarding of bids and contracts.
- Organize, coordinate and direct the buying and purchasing follow-up activities to ensure prompt delivery, correction of vendor shortages and damage, and the maintenance of quality control procedures.
- Review and evaluate the District physical assets to determine replacement processes, and projected equipment needs.
- Plan, organize and establish and maintain contract service files and records, vendor files, and a supply and commodity catalogue library.
- Plan, organize and coordinate the inventory of the District equipment and related property assets, and dispose of obsolete equipment and other related property assets.
- Confer with, and receive advice and counsel concerning lease and complex contract issues, and related litigation matters.
- Review, analyze and evaluate automated inventory control records to ensure that the District materials, supplies, and commodities are appropriately maintained.
- Plan, organize, schedule and evaluate the performance of the purchasing personnel.
- Plan, develop and conduct personnel orientation and in-service training programs.
- Prepare a variety of management related reports.
- Supervises activities and personnel in the District's Warehouse, Purchasing Department, Printshop and Mailroom.
- Evaluates and supervises the evaluations of all personnel under the direction of this position.

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QUALIFICATIONS

Knowledge of:

Principles, methods and techniques of a printing operation, and the purchase of supplies, materials and equipment required for an educational organization; Sources of commodities, supplies and general marketing trends; Financial, inventory control, and purchasing record maintenance systems; organization, coordination and supervision techniques; standard printing and purchasing terminology, specification development and bidding procedures; safe working methods and procedures.

Ability to:

Interpret and apply legal mandates, rules, regulations and District policy pertaining to purchasing, leasing and contract development and review functions; analyze and evaluate commodity and service pricing and availability trends; make arithmetical calculations with speed and accuracy; establish and maintain a variety of specialized technical and complex files, catalogues and records; communicate effectively in oral and written form, utilizing a specialized and technical format; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of responsible experience involving purchasing and related functions for a public or educational agency, including two years of experience in a supervisory or management capacity.

Education:

Equivalent to the completion of an Baccalaureate or higher degree, including course work and training in accounting, purchasing, business office management, business law or a closely related field.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District liability insurance carrier.