

## **Madera Unified School District Classified Job Description**

### **Director - Purchasing**

#### **Purpose Statement**

The job of Director -Purchasing was established for the purpose/s of supporting the educational process with specific responsibilities for directing purchasing and warehousing programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Deputy Superintendent.

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#### **Essential Functions**

- Assists external auditors in providing requested information (e.g. purchasing procedures, contracts, purchase orders, requisitions, etc.) for the purpose of providing information and general support.
- Authorizes purchase orders, contracts, bids for the purpose of ensuring vendor compliance with regulatory requirements and established guidelines.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Communicates with a variety of entities (e.g. vendors, administrators, government agencies, etc.) for the purpose of verifying information and/or responding to inquiries.
- Compiles data from a wide variety of sources (e.g. request for proposals, bids, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components.
- Coordinates activities and functions (e.g. pre-bid conferences, vendor presentations, informational meetings with varied staff, etc.) for the purpose of ensuring best practices in procurement.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g. establishing assignments, overseeing purchasing functions, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.

- Evaluates requisitions, change orders and bids used in the acquisition of supplies, equipment and/or services for the purpose of ensuring compliance with bid and/or order documentation ensuring proper use of district funds.
- Facilitates meetings, workshops and seminars for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic files (e.g. vendor, contract, construction, purchase orders, etc.) for the purpose of providing required documentation and historical information.
- Manages a wide variety of program components (e.g. warehouse, inventory, delivery, etc.) for the purpose of ensuring district compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Monitors purchase orders, contracts, bids and budgetary expenditures for the purpose of ensuring accurate allocation of funds and complying with regulatory requirements and established guidelines.
- Oversees bidding process (e.g. prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of written materials (e.g. purchase orders, requisitions, change notice, bids, board reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches new products, laws, and regulations for the purpose of recommending purchases, contracts and maintaining district wide services.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements:**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-



based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; products and materials used in a school setting; pertinent codes, policies, regulations and/or laws; warehouse techniques and strategies; value analysis; and quantity buying techniques.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to State and Federal purchasing guidelines; maintaining confidentiality; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Minimum Qualifications**

Experience: Five years of increasingly responsible experience in management; including management level responsibility for purchasing, or comparable experience such as assistant division manager in a large organization.

Education: Bachelors degree or higher from a nationally accredited college or university in business administration or related field of study.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range

Classified Management Salary Schedule – Range 27