

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-PURCHASING AND WAREHOUSE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, plan, organize, control and direct the acquisition of textbooks, materials, supplies, equipment and services, the warehouse function, the duplicating and reproduction function, and the District delivery/mail function; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the acquisition, storage and distribution of materials, supplies, equipment and services.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Deputy Superintendent of unusual trends or problems and recommend appropriate corrective action.

Prepare recommendations to the District regarding types and quantities of materials to be ordered; develop, recommend and establish standardized lists of furniture, equipment and supplies.

Establish annual timelines for quantity purchases, consolidate District orders for quantity purchase, and represent the District in joint powers purchasing matters.

Receive and review requisitions for adequate data and authorization; receive price quotations from vendors by telephone, letter, fax, e-mail or personal contact; compare prices and values to provide cost-effective purchase; supervise preparation of purchase orders and placement of orders.

Manage the development of bid specifications and prepare bid documents; prepare bid advertisements; arrange for publication in a newspaper of general circulation within the District; receive, open and tabulate vendor bid data for evaluation.

Develop and maintain a follow-up and reporting system on purchase orders; coordinate resolution of discrepancies in purchase orders, shipments, receiving and billing between vendors and the District.

Coordinate evaluation of vendor bids and prepare Board agenda for recommended vendor awards.

Maintain central purchasing files which include vendor catalogs, bid proposals, purchase orders and correspondence.

Develop, maintain and improve warehouse inventory control and distribution system and conduct semi-annual and annual inventory as needed.

Design, develop and implement system design changes to improve operational procedures in purchasing, warehousing, textbook control, delivery and mail and reproduction.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Purchasing and Warehouse Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to District sites.

Attend and conduct a variety of meetings as assigned.

Compose letters, prepare and present reports to District management and the Board of Education.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehouse, delivering mail, printing and inventory control systems and procedures.

Applicable Federal, State and local regulations and ordinances relating to school district purchasing, shipping, receiving, disposal of surplus property and textbook controls.

Planning, organization and direction of the acquisition of textbooks, materials, supplies, equipment and services, the warehouse function, the duplicating and reproduction function, and the District delivery/mail function

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer the acquisition of textbooks, materials, supplies, equipment and services, the warehouse function, the duplicating and reproduction function, and the District delivery/mail function. Supervise the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Make effective oral and written management reports and presentations.
Maintain consistent, punctual, and regular attendance.
See to read a variety of materials.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in business, public administration or related field with course work in purchasing, warehouse and delivery systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Emergency calls at night and on weekends.