

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SUPERVISOR-PURCHASING**

#### **BASIC FUNCTION:**

Under the direction of the Director-Purchasing and Warehouse, supervise the purchasing, printing and mail operations of the District; recommend improved procurement policies; coordinate inventory and disposition of District property; supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, coordinate and supervise the purchasing, printing and mail operations of the District; assure compliance with applicable laws, codes, rules and regulations.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; work with employees to correct deficiencies.

Review District purchasing transactions and requisitions for equipment, supplies and materials; verify account codes; determine vendor and price as necessary; supervise and monitor the processing, printing and distribution of purchase orders; sign purchase orders.

Provide technical expertise, information and assistance to the Director-Purchasing/Warehouse regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Obtain and study comparative prices and quotations; develop and vendor lists; initiate contact with vendors relative to supply and equipment availability; purchase supplies, materials and equipment.

Supervise and prepare specifications and formal bid documents; approve scheduling of bids; assure compliance with laws, rules and regulations; analyze and evaluate bids received.

Maintain departmental attendance and payroll records; prepare payroll reports for assigned staff.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; research and prepare a variety of special projects as requested.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; advise administrators and other staff regarding the purchasing of supplies and equipment, fixed assets, equipment repair and warehouse service requests.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various locations as needed.

Attend Board and other meetings as assigned and make presentations; serve on assigned committees; maintain current knowledge of and interpret applicable laws, codes, rules and regulations.

Serve as Director of Purchasing/Warehouse in the absence of the Director.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and supervision of the Purchasing Department of the District.

Principles, methods, practices and procedures of purchasing.

Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts.

Automated and manual record-keeping practices.

Warehousing procedures, material handling, inventory control and distribution.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Report preparation techniques.

Public speaking techniques.

**ABILITY TO:**

Plan, coordinate, organize, direct and control the purchasing, printing and mail operations of the District.

Prepare clear specifications in accordance with established procedures and format.

Supervise and evaluate the performance of assigned staff.

Interpret market prices and trends.

Develop and prepare departmental budgets.

Revise and adopt work procedures and software systems to meeting changing needs.

Plan and schedule buying activities for greatest efficiency and service.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, rules, regulations, policies and procedures.

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.

Prepare and present oral reports.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: associate's degree in accounting, business administration or a related field and four years of responsible experience in purchasing a large variety of equipment and supplies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.