

# **EAST SIDE UNION HIGH SCHOOL DISTRICT**

**JOB TITLE:** Director of General Purchasing (Classified Management)

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of Associate Superintendent of Business Services, the person holding this position will: plan, organize and manage the activities and operations of District General Purchasing and Warehouse Departments.

Establish appropriate systems and procedures for the effective operation of the Department; work with District personnel to define needs; explore possible alternatives, and clarify department policies and procedures; train and supervise the performance of assigned personnel.

Purchasing Department: Responsible for managing the financial and procurement aspects of contracts and purchase orders for goods and services; leading the assessment and selection of qualified vendors and contractors; assisting and advising District staffs in the contracting process for a public education agency.

**SUPERVISOR:** Associate Superintendent of Business Services

## **TYPICAL DUTIES:**

Oversee the development and provide informal and formal bid offers, RFP's, RFO's, prequalification pools and MOU's

Comply with Federal and State laws and regulations related to public agency purchasing and public work projects

Work with the Purchasing staff to optimize vendor/supplier and District staff relationships

Assume responsibility for assuring anomalies are reconciled and reports are accurate; prepare financial reports as assigned

Operate computer spreadsheet applications and work processing software; prepare documents as assigned

Manage basic contract negotiation, administration and termination

Oversee Fixed Asset recordkeeping and tracking system and procedures

Oversee District Warehouse functions and operations

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions

Drive a vehicle to conduct work

Perform related duties as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Planning, organizing and managing of the purchasing records

Financial and statistical record-keeping and report preparation techniques

District policies and procedures

Generally accepted accounting principles and practices, including governmental accounting procedures and school district budget and reporting procedures

Formal and informal bidding, contracting process, payments and change orders

Applicable laws, codes, regulations, policies and procedures

Principles and practices of supervision and training

Modern office practices, procedures and equipment

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

### **Ability to:**

Demonstrate proficiency in the use of microcomputers including electronic spreadsheets and database utilization

Plan, organize and direct the activities and operations of District procurement and purchasing process

Prepare county, federal and state mandated financial reports

Perform research, compiling information from a variety of sources, maintaining accurate records and files

Analyze, interpret, and prepare financial statements and reports

Meet District standards for professional attitude and effective leadership

Train and supervise the performance of assigned personnel

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

Analyze situations accurately and adopt an effective course of action

Maintain confidentiality of sensitive and privileged information

Establish and maintain cooperative and effective working relationships with fellow employees and those contacted in the course of work

Meet schedules and timelines

Work independently with minimal direction

### **MINIMUM QUALIFICATIONS**

A four-year degree from an accredited college/university in the area of accounting or a related field and three years of progressively responsible experience with an emphasis in either accounting, contract administration or purchasing

Minimum one year supervisory experience is required

Valid California driver's license

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

1. Seldom = Less than 25%

2. Occasional = 26%-50%

3. Often = 51%-75%

4. Frequent = above 76%

a. Ability to work at a desk, conference table or in meetings of various configurations [4]

b. Ability to stand for extended periods of time [2]

c. Ability to see to read, prepare and proofread documents [4]

d. Ability to hear and understand speech at normal level [4]

e. Ability to communicate so that others will be able to clearly understand normal conversation [4]

f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]

g. Ability to lift 5-20 lbs. [2]

h. Ability to carry 5-20 lbs. [2]

i. Ability to operate office equipment [4]

j. Ability to reach in all directions [4]

**WORKING ENVIRONMENT:**

Office environment

Occasionally driving a vehicle to conduct work

**REASONABLE ACCOMODATION:**

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 08/16/2018 Board Meeting