



JOB DESCRIPTION

JOB TITLE: Director of Purchasing

Position Type: Exempt	Department: Purchasing
Salary Schedule: Exempt	Location: Materials Distribution Center
Salary Range: 8	Reports to: Deputy Superintendent of Fiscal & Business Services
Term of Employment: 12 months	Date: April 1, 2019
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To perform all duties and responsibilities in an exemplary manner, such that the District will derive the maximum productivity from its employees and thereby achieve and maintain standard excellence as a public school district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Procures all district goods and services in accordance with state procurement rules and policies, including New Construction, Technology, Food and Nutrition, Facilities, and Transportation.
- Evaluates and maintains quality materials to ensure that educational programs are met adequately.
- Studies price trends, supply availability, and new product development.
- Monitors all purchase requisitions to ensure permissibility and legality of purchase.
- Researches, develops, and prepares specifications and bidding documents for equipment, supplies, and services in accordance with district policies and State laws.
- Coordinates, develops, and maintains appropriate procurement records, including solicitation files, sample specifications, open purchase orders, closed purchase orders, requisitions and agreements and contracts.
- Maintains a literature and catalog file on products and price information.
- Prepares correspondence, agenda items and bid awards relating to purchasing activities for the Deputy Superintendent of Fiscal and Business Services, the Superintendent and the Board relating to the purchasing function.
- Conducts pre-bid conference, bid opening, and staff meetings.

- Directs and supervises the disposal of all excess or non-repairable equipment, supplies, and materials.
- Issues and signs all purchase orders.
- Maintains necessary records in a timely manner for personnel and payroll purposes.
- Develops budget and evaluates all assigned personnel.
- Develops and coordinates all necessary in-service for responsibility areas.
- Develops and maintains appropriate records and procedures for above responsibility areas in conformance with Arizona Revised Statute, Arizona School District Procurement Rules, U.S.F.R. and district policies.
- Supervises Warehouse Coordinator, Graphic Communications Manager, Property Control Specialist and all Purchasing personnel.
- Supervises central receiving, storing, issuing, and delivery of all goods.
- Supervises inventories, maintains records and other supplies.
- Coordinates work flow of employees and modifies procedure to accommodate new programs.
- Coordinates storage and disposal of district procurement records.
- Provides information and reports as necessary to the Deputy Superintendent of Fiscal and Business Services concerning the above duties and responsibilities.
- Maintains effective communication with district staff and actively participates with other public agencies concerning purchasing procedures and techniques.
- Must be accessible throughout the workday for administrators.
- Maintains Purchasing webpage on the district website and the Purchasing webpage on the district employee portal website.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must possess knowledge of applicable laws (Arizona Revised Statutes and U.S.F.R. and procedures relating to purchasing and property); must have the ability to analyze and coordinate supply requests to assure efficient operation of schools and department.
- Demonstrates good organization ability and communications skills.
- Demonstrates the ability and desire to provide outstanding customer service.

- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree (B.A.) from a four-year college or university or five to eight years' school district purchasing experience.
- Minimum three years school district purchasing experience.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.