



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

| <b><u>DIRECTOR - PURCHASING &amp; LOGISTICS</u></b> |  |                         |                            |
|---|--|-------------------------|----------------------------|
| <b>DEPARTMENT/SITE:</b>                             | Business Services  | <b>SALARY SCHEDULE:</b> | Classified Administrators' |
|   |  | <b>SALARY RANGE:</b>    | 11                         |
|   |  | <b>WORK YEAR:</b>       | 12 Months (260 Days)       |
| <b>REPORTS TO:</b>                                  | Assistant Superintendent of Business Services or assigned designee | <b>FLSA:</b>            | Exempt                     |

**BASIC FUNCTION:**

Plan, organize, control, and direct operations and activities involved in the purchasing of District supplies, services, and equipment; coordinate and direct warehouse functions including the receipt, processing, storage, and distribution of various District goods; coordinate communications, bids, contracts, special projects, personnel, and the processing of purchasing and warehouse documents to meet District needs and ensure smooth and efficient activities; supervise and evaluate the performance of assigned personnel. The incumbent in this classification assists in supporting students by providing leadership to the department to ensure the District is in legal compliance with all aspects of contracting and procurement; oversees all contracting and purchasing of services, supplies, materials, equipment, and construction; oversees District warehousing, delivery, and inventory processes which directly supports student learning.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Plan, organize, control, and direct operations and activities involved in the purchasing of District supplies, services, and equipment; establish and maintain Purchasing & Logistics timelines and priorities; ensure purchasing, warehouse, and other assigned functions comply with established standards, requirements, laws, codes, regulations, policies, and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfer, reassignment, termination, and disciplinary actions; coordinate staff work assignments, develop employee schedules, and review work to ensure compliance with established standards, requirements, and procedures; ensure employee understanding of established requirements.

Provide technical information and assistance to the Assistant Superintendent - Business Services regarding purchasing and other assigned functions and related activities, needs, and issues; assist in the formulation and development of policies, procedures, and programs.

Direct and participate in the preparation, processing, and analysis of various purchasing documents such as Board agenda items and resolutions, letters, memos, requests for proposals, requests for quotations, notices, award letters, and agreements; research, compile, and analyze a variety of purchasing data and information.

Communicate with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns; compose, distribute, and respond to a variety of correspondence.

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

Coordinate and direct warehouse operations and activities involved in the receipt, storage, and distribution of District supplies, mail, equipment, food items, and materials; monitor and direct activities to ensure adequate inventory levels of required District supplies, materials, and equipment; coordinate, direct, and schedule the filling, distribution, and delivery of school site orders.

Coordinate communications, bids, contracts, special projects, and personnel to meet District purchasing and warehouse needs and ensure smooth and efficient Department activities; investigate, evaluate, and ensure proper and timely resolution of purchasing, warehouse, and other Department issues, conflicts, and discrepancies.

Direct purchasing activities to ensure timely and cost-efficient delivery of materials, services, and equipment; plan and coordinate equipment replacement programs including furniture, copiers, vehicles, etc.; establish bidding timelines; oversee and participate in researching, obtaining, and analyzing bids, proposals, quotations, and related information to determine cost-effectiveness, compliance with specifications, and quality of services and products.

Confer and negotiate with vendors and contractors concerning price, specifications, product information, availability, deliveries, services, and other related matters; direct and participate in the selection of vendors and awarding of bids; analyze and provide recommendations concerning the selection of contractors; review, evaluate, process, prepare, and distribute contracts as needed.

Consult District staff in determining equipment, service, supply, and related purchasing and contract needs; review and evaluate requisitions to determine the appropriate method of procurement; initiate the bidding process; direct and participate in writing, processing, and ensuring completeness and clarity of bid specifications; ensure proper preparation and placement of legally required advertisements.

Direct personnel and activities to ensure accurate and timely processing of purchase requisitions and information; coordinate the input of purchasing information into an assigned computer system; oversee and participate in the generating of purchase orders; review, evaluate, authorize, and ensure accuracy and completeness of purchase orders, contracts, and requisitions.

Coordinate purchasing and warehouse activities, communications, and information between departments, vendors, contractors, and the public; respond to inquiries and provide technical information concerning purchasing activities, orders, bids, supplies, equipment, contracts, timelines, deliveries, laws, codes, rules, regulations, policies, and procedures.

Direct and participate in the preparation and maintenance of various records, reports, and files related to bids, purchase orders, vendors, inventory, contracts, deliveries, requisitions, fixed assets, and assigned activities; audit various records, reports, and statement for accuracy and completeness; make corrections and adjustments as needed; develop spreadsheets and generate computerized reports.

Confer with and advise District staff in the preparation of purchase specifications and methods for

obtaining the most cost-effective procurement of goods and services; direct and oversee District-wide purchases and contracts; coordinate activities and personnel to ensure timely and cost-efficient purchasing and delivery of materials, services, and equipment.

Develop, maintain, revise, and keep personnel current concerning purchasing and warehouse policies, procedures, and related documentation; direct and participate in the testing, evaluation, and selection of new products; provide recommendations concerning the standardization of District equipment and supplies as appropriate; monitor and evaluate warehouse requirements for supplies.

Maintain contact with staff, vendors, contractors, and others to resolve issues, errors, and discrepancies related to purchase orders, contracts, goods, services, deliveries, product quality, and payments; follow up on delayed shipments, discrepancies, and order status.

Maintain current knowledge of trends, products, and technology related to purchasing and warehouse functions and District services; research, test, and evaluate new products to identify potential supplies and equipment for meeting District needs and enhancing operations.

Coordinate and monitor purchasing and warehousing operations to ensure compliance with established safety standards, guidelines, and regulations; implement safety standards; evaluate safety systems, hazards, standards, and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Attend, conduct, and participate in various meetings and committees as assigned; coordinate, schedule, and attend job walks and bid openings.

Operate a variety of office equipment including a computer and assigned software; coordinate and oversee the development of departmental computer systems as directed.

Drive a vehicle to conduct work.

Oversee the transfer of equipment throughout the District; inventory procedures; surplus and disposal of obsolete equipment.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and direction of assigned departments. Principles, methods, practices, and procedures of assigned program or specialty area.

Principles and practices of administration, supervision, and training.

Applicable principles, methods, practices, and procedures relative to assigned departments.

Bid specifications, contract preparation, specification requirements, and price negotiation procedures.

Equipment, supplies, and services utilized in a school district.

Contractors, sources of supply, vendors, commodity markets, marketing practices, and commodity pricing methods.

Technical aspects of researching, comparing, and purchasing services, supplies, and equipment.

Use and terminology of requisitions, purchase orders, and other warehouse documents.

Warehousing procedures, material handling, inventory control, and distribution.

Inventory practices and procedures.

Applicable laws, codes, regulations, policies, and procedures (e.g. California Public Contract Code, Education Code, Labor Code, and Government Code).

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Correct English usage, spelling, grammar, and punctuation.

Intermediate math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

Plan, organize, control, and direct operations and activities of assigned departments.

Supervise and evaluate the performance of assigned personnel.

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

Coordinate communications, bids, contracts, special projects, staff, and the processing of purchasing and warehouse documents to meet District needs and ensure smooth and efficient activities.

Coordinate, direct, and participate in the writing and processing of bid specifications and contracts in accordance with established requirements.

Ensure timely and cost-effective delivery of goods and services.

Research, compare, and analyze bids, proposals, quotations, and related information to determine cost-effectiveness, compliance with specifications, and quality of services and products.

Coordinate and direct warehouse operations and activities involved in the receipt, storage, and distribution of District supplies, mail, equipment, food items, and materials.

Coordinate department activities to ensure accurate and timely processing.

Ensure proper and timely resolution of department issues, conflicts, and discrepancies.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Work effectively, both independently and as a member of a team.

Plan and organize work.

Operate a computer, business software, and assigned office equipment.

Prepare comprehensive narrative and statistical reports.

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

Consider a variety of factors when using equipment.

Adhere to safety practices.

Attention to detail with proofreading capabilities.

Interview, select, train, supervise, and evaluate the performance of assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in business administration, accounting, or related field and five (5) years of increasingly responsible experience involving public purchasing, contracting, warehousing, and related areas.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The job is performed in a generally clean and healthy office environment.  
Occasionally working in a warehouse environment subject to loud noise, dust, and odors.  
Occasional seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read and perform primary functions of classification and view computer screens.  
Sitting, standing, or walking for extended periods of time.  
Kneeling, bending at the waist, and reaching overhead, above shoulders, and horizontally to retrieve and store files and supplies.  
The majority of work is light to medium and may require lifting or moving up to 25 pounds.

**HAZARDS:**

Regular exposure to working near moving mechanical machinery, poor ventilation, odors, loud noise, and vibrations.  
Traffic hazards

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: G.B. 06/12/96; P.C. 06/27/96 (New Class)  
09/10 abolish classification; establish Mgt Trainee (R4)/Mgr Purchasing & Warehouse (R5);  
08/15 reinstate Director, Purchasing, Warehouse & Duplicating Services, reallocate from Range 2 – Retitle and Revise 03/23  
Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025