

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DIRECTOR-PURCHASING & LOGISTICS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, 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 assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities involved in the purchasing of District supplies, services and equipment; establish and maintain Purchasing & Logistics time lines and priorities; assure 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 transfers, reassignment, termination and disciplinary actions; coordinate staff work assignments, develop employee schedules and review work to assure compliance with established standards, requirements and procedures; assure 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

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distribution of District supplies, mail, equipment, food items and materials; monitor and direct activities to assure 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 assure smooth and efficient Department activities; investigate, evaluate and assure proper and timely resolution of purchasing, warehouse and other Department issues, conflicts and discrepancies.

Direct purchasing activities to assure timely and cost-efficient delivery of materials, services and equipment; establish bidding time lines; 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 appropriate method of procurement; initiate the bidding process; direct and participate in writing, processing and assuring completeness and clarity of bid specifications; assure proper preparation and placement of legally required advertisements.

Direct personnel and activities to assure accurate and timely processing of purchase requisitions and information; coordinate the input of purchasing information into an assigned computer system; oversee and participate in generating of purchase orders; review, evaluate, authorize and assure 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, time lines, 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 assure 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

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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.

Attend, conduct and participate 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.

OTHER DUTIES:

Perform related duties as assigned.

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.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

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, regulations, policies and procedures.

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

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activities.

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

Assure 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 assure accurate and timely processing.

Assure 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 time lines.

Work independently with little direction.

Plan and organize work.

Operate a computer 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and five years increasingly responsible experience involving the purchase of supplies, services and equipment, including work with contract functions, and/or warehouse operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting, standing or walking for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

HAZARDS:

Working around and with machinery having moving parts.

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Administrators' Salary Schedule Range 11

Approved: GB: 06/12/96; PC 06/27/96 (New class);

9/10 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