

**TITLE:                   DIRECTOR PURCHASING**

**QUALIFICATIONS**

Knowledge of

1. Federal, state, and local laws, codes, and statutes related to public school accounting and facilities planning.
2. Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities.
3. Modern management, fiscal and purchasing policies, practices, and procedures.
4. Principles and practices of effective supervision and training.
5. Classified Bargaining Unit contract and negotiation techniques.
6. Principles, procedures, and legal requirements used in school district purchasing and accounting.
7. Effective public speaking techniques.
8. District organization, operations, policies and objectives.
9. Interpersonal skills using tact, patience, and courtesy.
10. Budget preparation and control.
11. Oral and written communication skills.
12. Types of materials, supplies, furniture, and equipment commonly used by a school district.
13. Sources of supply, marketing practices, and the symbols and terminology used in purchasing.
14. Centralized reprographic systems, procedures, and practices.
15. Correct English usage, spelling, grammar, and accounting terminology.
16. Data processing equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
17. Safety and workplace rules and regulations.

Ability to

1. Plan, coordinate, and supervise the purchasing services of the District as established by the Board of Education and State of California.
2. Participate in the development of policies, procedures, and purchasing decisions.
3. Develop, review, and approve the preparation of the annual budget for the purchasing department.
4. Interpret and apply provisions of State Education Code and various regulatory agencies.
5. Assemble and analyze data and make appropriate recommendations.
6. Select, supervise, train, and evaluate assigned staff.
7. Read, interpret, apply and explain rules, regulations, policies and procedures.
8. Operate office machines and equipment including a typewriter, copier, personal computer and calculator proficiently.
9. Prepare specifications, review and analyze bids and quotes.

Ability to (continued)

10. Receive and give information over the telephone or in person in a courteous manner.
11. Conduct workshops.
12. Meet schedules and timelines.
13. Efficiently and effectively plan and organize work.
14. Prepare comprehensive narrative and statistical reports as required.
15. Be a productive and active team member.
16. Analyze situations accurately and adopt an effective course of action.
17. Effectively plan for and deal with change.
18. Present and maintain a pleasant appearance and demeanor.
19. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
20. Understand and carry out verbal and written instructions, policies, and procedures.
21. Work successfully with diverse groups of people.
22. Work both collaboratively and independently.
23. Communicate effectively both in both oral and written forms.
24. Perform the job functions in the job description.
25. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
26. Establish and maintain effective work relationships with those contacted in the performance of required duties.
27. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.

Training and Experience

1. Two (2) years of college accounting courses desired, including courses in data processing, accounting, information management or similar subjects.
2. Bachelor's Degree and/or Accounting/Purchasing Certificate desirable.
3. Two (2) years of successful experience in purchasing and warehousing, preferably with a majority of experience within a school district setting; any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
4. Experience in supervising employees in the area of purchasing and warehousing.
5. Good work history and attendance.

**REPORTS TO:** Assistant Superintendent of Business Services

**SUPERVISES:** Clerical support, reprographic workers, warehouse, and delivery workers.

**JOB GOAL:** To plan, organize, and supervise district purchasing, including preparation of bids; warehousing; and distribution operations ensuring that students in the district derive maximum benefit from the expenditure of district funds.

### **ESSENTIAL FUNCTIONS**

1. Plans and organizes work of the purchasing and warehouse sections including the drafting and writing of specifications.
2. Approves specifications, requisitions, and advertisements for bids and quotations.
3. Executes purchasing policies and procedures with school district laws and regulations.
4. Receives, reviews, and processes purchase requisitions, checking for accuracy, completeness and authorized signatures.
5. Advises schools and departments as to current purchasing procedures, use of forms and purchasing restrictions.
6. Conducts inquiries to establish the best sources of supply, either personally or through a subordinate.
7. Interviews salespersons and vendors about details of purchasing operations, specifications, bids, quotations and/or complaints.
8. Analyzes bids and makes recommendations for award of contracts.
9. Maintains records showing current information on purchases completed, purchases in process and sources of supply.
10. Prepares periodic and special reports regarding purchasing activities.
11. Coordinates and maintains inventory control records of all district fixed assets, furniture, equipment, and supplies.
12. Supervises centralized reprographics and mail distribution center.
13. Follows District policies and procedures.
14. Participates in District in-service training as required.
15. Knows and understands the Mission and Core Values of the District.
16. Performs other related duties as assigned.

### **OTHER FUNCTIONS**

1. Clears files at designated intervals.
2. Searches records and files to prepare reports and summaries.

### **PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.

**PHYSICAL ABILITIES** (continued)

13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of professional personnel. The Assistant Superintendent for Business Services will complete the evaluation.

Approved by: Board of Education Date: June 18, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**