

**LA MESA-SPRING VALLEY SCHOOLS**

**CLASS TITLE: PURCHASING MANAGER**

**BASIC FUNCTION:**

Under the direction of the assigned administrator, plans, coordinates, and directs the procurement of equipment, supplies and services, central warehouse functions of product receiving, storage, inventory and information technology.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assists in development, purchasing outfitting, and building opening phases of new school construction and modernization projects.
- Contracts services for total educational program and major support programs.
- Coordinates warehouse inventory process and controls records and programs, including the district's fixed asset management system.
- Devises purchasing department methods, forms, and procedures.
- Directs timing and preparation of all standard lists for capital supply items.
- Ensures that contracted work is performed properly according to the law and District policies.
- Ensures the proper maintenance of purchasing records for District and audit use.
- Evaluates and coordinates all purchasing projects, determines actual requirements, and schedules.
- Explores alternative sources.
- Initiates studies for the improvement of policies and procedures.
- Interviews vendors, participates with county and state purchasing agencies in cooperative buying ventures, and maintains close liaison with other local governmental purchasing departments.
- Oversee the public works bidding and documentation control process; approve and sign construction contracts according to established guidelines
- Plans and administers surplus property disposal.
- Plans and manages the continued development of the District purchasing program.
- Plans, coordinates and oversees the daily activities and operations of the Purchasing Department; ensures compliance with applicable laws, codes, rules and regulations
- Prepares Board reports related to purchase orders and warrants; bids for approval, requests for leases, and authority for payment.
- Prepares departmental budgets and assists in expenditure of school and District office budgets relating to procurement of equipment, supplies, and services.
- Prepares specifications and schedules bids.
- Serves on committees for the purpose of formulating District policies.

**OTHER DUTIES:**

- Attends and participates in meeting, in-service trainings, workshops and conferences.
- Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Analyze situations to define issues and draw conclusions.
- Applicable laws, codes, regulations, policies and procedures.
- Arithmetic calculations.
- Conflict resolution techniques and practices.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, regulations, policies and objectives related to position.
- General instructional techniques and strategies related to after-school programs.
- Interpersonal skills using tact, patience and courtesy.
- Inventory and property control methods.
- Oral and written communication skills.
- Practical knowledge of warehousing, delivery schedules, and service contracts.

Purchasing principles and practices.

**ABILITY TO:**

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Devise forms and procedures to expedite work.
- Establish and maintain cooperative and effective working relationships with others.
- Gather, collate, and classify data.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality.
- Meet schedules and timelines.
- Operate a computer and assigned office equipment.
- Perform arithmetic calculations quickly and accurately.
- Plan and organize and develop new programs and to coordinate purchasing.
- Prepare records and reports related to assigned activities.
- Schedule a significant number of activities, meetings and events.
- Supervise, train and evaluate the performance of assigned staff.
- Work independently with little direction and under pressure and on tight timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in business, accounting, finance, public administration, or a related field, and four years of responsible, professional purchasing experience, government or school district purchasing experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Successful passage of the District’s job-related proficiency test.
- Valid California Class C Driver’s License and evidence of insurability.
- Valid First Aid and CPR certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Driving a vehicle to conduct work
- Indoor office environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Lifting and carrying light objects.
- Reaching overhead, above the shoulders and horizontally to retrieve materials.
- Bending at the waist, kneeling or crouching.

**HAZARDS:**

- Traffic hazards.

**FLSA Status**

Exempt

**Approval Date**

05/11/23