



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

Director, Purchasing & Risk Management

JOB FAMILY: Business Support

FLSA: Exempt

SALARY SCHEDULE: Classified Director

PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent, Business Services, plans, organizes, controls and directs the functions and operations of the Purchasing and Warehouse; assists in the administration of District Risk Management, including employee education and hazard abatement; assures the judicious procurement of materials; establishes, implements and directs purchasing policies and coordinates the purchasing responsibility and procedures with site and department requirements; trains, supervises and evaluates the performance of assigned personnel. Leads the administration of liability programs, develops and implements safety initiatives including Comprehensive School Safety Plans, and analyzes, negotiates, and monitors contracts.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of 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.

1. Communicates with administrators, District personnel, vendors, consultants, contractors and staff to meet District purchasing and warehouse needs; assures smooth and efficient department activities; investigates, evaluates and assures proper and timely resolution of purchasing, warehouse and other department issues, conflicts and discrepancies.
2. Coordinates with other agencies and jurisdictions on communications, resource allocation, and public information during emergencies.
3. Develops and Implements Policies, procedures, and regulations related to safety, emergency response, and risk management.
4. Develops and maintains sources of supply by maintaining current knowledge of technology changes, vendor competence and competitive marketing conditions.
5. Develops and prepares the annual preliminary budget for the Purchasing and Warehouse Departments; analyzes and reviews budgetary and financial data; control and authorize expenditures in accordance with established limitations.
6. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepares reports for the Board as requested; maintains documentation and current status on lease/purchase contracts and commitments to appropriate site or department budget.
7. Monitors contracts from beginning to notice of completion; resolves disputes, changes, substitution requests, certified payroll requests, payment authorizations and other matters as needed; negotiates contracts; reviews legal conditions of contracts and close contracts.

8. Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.
9. Organizes and maintains disaster preparedness supplies at District facilities.
10. Oversees and supports site administrators in the development and implementation of Comprehensive School Safety Plans.
11. Oversees warehouse operations and activities involved in the receipt, storage and distribution of district supplies, mail, equipment, food items and materials; monitors activities to assure adequate inventory levels of required district supplies, materials and equipment; coordinates the scheduling and filling, distribution and delivery of school site orders; oversees disposal of electronic waste and salvage sales.
12. Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.
13. Plans, organizes, controls and directs the functions and operations of the Purchasing and Warehouse Departments.
14. Provides technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assists in the formulation and development of policies, procedures and programs; assists site and district-level administrators in matters relating to purchasing, warehouse, and risk management functions.
15. Reviews purchase orders to verify appropriateness of account number, approval levels, pricing, fixed asset categorical identification of equipment prior to final approval.
16. Tests and evaluates commodities to assure balance of quality and monetary expenditure as assigned.
17. Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures
- Arithmetic calculations
- Bid preparation procedures
- Budget preparation and control
- Contract negotiation, analysis, and monitoring practices
- Education Code, Public Contract Code, and Governing Board Policies
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Planning, organization and direction of the Purchasing and Warehouse Departments and assists in the administration of District Risk Management
- Principles and legal requirements of planning and organizing school district purchasing department
- Principles and practices of administration, supervision, and training
- Principles of accounting, bookkeeping and budgeting including fund accounting
- Products and materials used in school setting
- Public speaking techniques
- Record-keeping and report preparation techniques
- Risk management, safety, and emergency preparedness programs
- Vendor source selection
- Warehouse and inventory control practices and record keeping

Skills and Abilities to:

- Adapt to changing work priorities
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively in both oral and in written form
- Direct the maintenance of a variety of reports, records, and files related to assigned activities
- Establish and maintain cooperative and effective working relationships with others
- Identify issues and create action plans
- 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
- Perform standard bookkeeping and accounting procedures
- Plan and organize work
- Plan, organize, control, and direct the functions and operations of the Purchasing and Warehouse Departments and assists in the administration of District Risk Management
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff
- Work independently with little direction

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and five years of increasingly responsible experience in the administration of business, purchasing, risk management, and/or safety program administration, including three years of experience in a supervisory capacity.

LICENSE(S) REQUIRED:

- Valid California Class C Driver's License and evidence of insurability to perform work

CERTIFICATIONS AND TESTING REQUIRED:

- Successfully pass the District's job-related merit exam
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Tuberculosis clearance (pre-employment and periodic)
 - Pre-employment physical exam through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Constant interruptions
- Driving a vehicle to conduct work
- Office environment
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Traffic hazards