

PURCHASING SERVICES MANAGER

DEFINITION

Directs the purchasing, contracting, inventorying, warehousing, cataloging, and distribution operations for either stores, stock, or non-stock buying, and serves as the Procurement Services Division representative and procurement liaison to all representatives of District branches and divisions.

TYPICAL DUTIES

- Directs the purchasing, contracting, inventorying, warehousing, cataloging, and distributing of stock commodities including supplies, equipment, furniture, food, and food related items; or directs the selection, purchasing, contracting, and delivery of non-stock items.
- Develops and recommends policies, procedures, regulations, and schedules specific to purchasing, contracting, warehousing, inventory control functions.
- Directs and compiles information in the preparation of reports to the Board of Education that recommend authorization or ratification of all purchases, salvage sales, and other contractual agreements.
- Participates in the development, implementation, and debugging of computerized systems, including e-commerce as it relates to online purchasing and bid processes involved in the purchasing process and recommends modifications as needed.
- Directs studies and surveys designed to improve efficiency in the purchasing and material handling processes.
- Interprets and applies State codes, rules, and other regulations that relate to purchasing, contracts, inventory management, warehousing, and salvage.
- Monitors and evaluates all purchasing problems and prepares technical reports to initiate problem resolution.
- Conducts continual procedural systems analysis to meet changing user requirements and changes in purchasing and warehousing methodologies and computer technology.
- Develops and implements procedures for handling salvaged or donated materials.
- Directs the development and operation of in-service training programs.
- Recommends repair or replacement of equipment and repair or alterations to facilities.
- Recommends changes in staffing, organization, and hours of operation to improve service to schools and offices.
- Administers budgets and recommends personnel transactions.
- May develop and supervise security control procedures for warehouse operations.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Purchasing Services Manager directs the purchasing, contracting, inventorying, warehousing, cataloging, and distribution of stores, stock, or non-stock items; develops policies, procedures, and regulations; directs studies to improve efficiency in material handling; and assists with the special development of computer applications and systems, including e-commerce best practices for the Procurement Services Division.

A Supervising Purchasing Services Coordinator oversees the purchasing and procurement activities of a large buying staff, and coordinates and administers training programs for staff involved in both stock and non-stock purchasing activities for the District.

SUPERVISION

General direction is received from the Director of Contracts Administration and Procurement Services, or Director or Deputy Director of Materiel. Supervision is exercised over various lower-level staff involved in the procurement, contracts, inventory management, and distribution of stores, stock, or non-stock items.

CLASS QUALIFICATIONS

Knowledge of:

- Business practices of e-commerce
- Regulations, policies, and procedures related to the procurement, planning, contracting, distribution, replacement, and proper utilization of supplies and equipment
- Budgetary, accounting, and legal procedures and practices of the District regarding procurement and disbursement of supplies and equipment
- SAP Procurement System
- Inventory management
- Purchasing operations and methods
- Commodity markets and prices
- Capabilities of computers regarding systems, networks, and programs to process information related to the acquisition, storage and distribution of stock items
- Factors affecting quantity of commodities to be kept on hand
- Microsoft Windows Operating Systems and Office Suite Programs

Ability to:

- Plan own work and staff's work and set priorities
- Gather and analyze data
- Simultaneously perform multiple tasks
- Communicate effectively and clearly, orally and in writing
- Identify training needs
- Develop on-the-job and formal training programs
- Calculate use, quality, weights, volumes, costs, safety usage rates, and other data related to stock and non-stock items
- Operate a computer and associated peripheral equipment
- Supervise personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in business administration, public administration, information systems, supervision, accounting, management, purchasing, or supply chain management. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Five years of experience in purchasing or preparing specifications for the purchase of materials, supplies, furniture, general services, food, food-related items, and/or equipment in warehousing operations; or in inventory analysis for a warehouse inventory with a wide variety of items; three years of the required experience must have been in a supervisory or lead capacity.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK