

SUPERVISING PURCHASING SERVICES COORDINATOR

DEFINITION

Under the general supervision of the Purchasing Services Manager, the Supervising Purchasing Services Coordinator oversees the purchasing and procurement activities of a large purchasing staff and coordinates training programs for staff involved in both stock and non-stock purchasing activities.

TYPICAL DUTIES

Responsible for contract administration, interpretation, and review of procedures including bid development, evaluation, awards, and contract maintenance of stock and non-stock material. Supervises special projects including, but not limited to, the negotiation of contracts, new product development, and major delivery of materials to school facilities.

Supervises the purchasing, contracting, inventorying, storing, cataloging, and distributing of various supplies, equipment, furniture, general services, food, and food related items.

Assists in developing policies, procedures, and regulations specific to purchasing, contracting, warehousing, and inventory control functions.

Conducts SAP inquiries to compile data and prepare reports.

Collects information for use in reports to the Board of Education that recommend authorization or ratification of purchases and other contractual agreements and in response to related inquiries.

Develops ongoing in-service training programs for all purchasing classification levels including Administrative Staff Aide, Assistant Buyer, Buyer, Inventory Control Analyst, Senior Inventory Control Analyst, and other related staff.

Coordinates efforts through the Organizational Excellence Program to develop and administer training programs for representatives of central support offices and schools.

Establishes procedures and implements modifications to maintain efficiency in the warehouse processing and handling of stock and non-stock purchases.

Develops and implements innovative marketing strategies to increase warehouse sales volumes through introduction of new product lines.

Represents the Procurement Services Division at various meetings with school and office personnel to evaluate customer needs and satisfaction levels relative to distribution, warehousing, and procurement operations.

Represents the Purchasing Services Manager at business meetings and during periods of absence.

Prepares periodic, special, and ad hoc reports regarding annual disbursements, contract service level, and new contract development.

Meets with vendors to identify and evaluate new products.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

A Purchasing Services Manager directs the purchasing, inventorying, storing, and distributing of 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.

A Buyer is responsible for the complete purchasing cycle involved in the acquisition of supplies, equipment, furniture, foods, and services for District use.

SUPERVISION

General supervision is received from the Purchasing Services Manager. Supervision is exercised over employees in the classes of Buyer, Assistant Buyer, Administrative Staff Aide, Senior Inventory Control Analyst, Inventory Control Analyst, or other related staff as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Regulations, policies, and procedures related to the procurement, contracting, planning, distribution, replacement, and proper utilization of supplies, equipment, furniture, general services, food, and food related items
- Budgetary, accounting, and legal procedures and practices of the District regarding procurement and disbursement of supplies, equipment, furniture, general services, food, and food related items
- SAP purchasing system
- Preparation and interpretation of purchase specifications
- General characteristics of a wide variety of instructional supplies and equipment, procurement sources, installation requirements, school plant layouts and required facilities
- Product innovations and current market conditions affecting commodity availability, price trends, and source supply
- Business procedures relating to the selection, procurement, delivery, layout, and installation of supplies and equipment
- Standard safety, health, and fire regulations and practices applicable in the use, selection, placement, and installation of equipment and materials
- Microsoft Outlook, Word, Excel, and PowerPoint

Ability to:

- Develop and evaluate standards and specifications to be used for the procurement of instructional supplies and equipment
- Understand and apply Education Code provisions and other legal requirements pertinent to purchasing and contracting
- Analyze factors pertaining to the use, cost, safety, quality, and suitability of materials and equipment
- Prepare budget estimates and keep controls of expenditures
- Disseminate technical information clearly and accurately
- Work effectively with vendors, government agencies, and District staff
- Communicate effectively and clearly in writing and orally

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, statistics, accounting, purchasing, inventory management, and supervision. Additional

qualifying experience may be substituted for up to two years of the required education on a year-for-year basis, provided that proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

Three years of experience in purchasing or preparing specifications for the purchase of supplies, equipment, furniture, general services, food, or food related items or in inventory analysis for a warehouse inventory with a wide variety of items.

The above experience must have included two years of providing work direction or supervisory experience.

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 job functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
08-10-15
JPK