



Sequoia Union High School District

Job Description

JOB TITLE:	Director of Purchasing
ADMINISTRATIVE RELATIONSHIP:	This Position reports to the Assistant Superintendent, Administrative Services
CLASSIFICATION:	Classified
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position Any combination equivalent to graduation from a four-year college in business or public administration and two years of responsible purchasing experience providing knowledge of a wide variety of commodities and equipment.
SALARY SCHEDULE:	Management Salary Schedule VI
WORK - YEAR / HOURS:	12 Months
LOCATION:	District
BOARD APPROVAL:	

BRIEF DESCRIPTION OF POSITION

Under general direction, to plan and direct a comprehensive purchasing program; to be responsible for purchasing functions including those related to modernization projects; to be responsible for warehouse; to be responsible for all construction contract management including all financial and legal requirements and to do related work as required.

DUTIES AND RESPONSIBILITIES

Formulates procedures and policies to be used for purchasing; plans and supervises the purchase, receipt, storage and distribution of supplies and equipment; evaluates price quotations and current market trends; prepares information necessary for awarding of bids; prepares standard specifications and writes specialized specifications; maintains a bidding calendar; resolves complaints from vendors; initiates and maintains all purchases using bond/modernization funds; prepares legal ads, agreements, notice to proceeds, notice of completion and other related legal documents; coordinates and tracks all architectural and engineering services for billing purposes; completes and submits all needed reports to Office of Public Construction, State Inspector of Records, State Labor Commissioner; maintains 30-day preliminary notices/lien releases/stop notices; maintains surplus property lists and arranges for disposal; provides generalized support to Administrative Services Division as needed.

Knowledge and Abilities:

Knowledge of the methods, laws, practices, and procedures of purchasing including governmental purchasing; knowledge of sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials; knowledge of warehouse practices and stock record systems; ability to plan and schedule buying activities for greatest efficiency and service; ability to interpret market prices and trends; ability to plan and supervise the work of others; ability to work cooperatively with others; knowledge of principles, practices, and methods of bidding related to contracting for construction services in a public agency; knowledge of applicable state, local, and federal rules,

regulations, and laws, including Education Code and Public Contract Code, as well as District policies and procedures relating to bidding procedures; knowledge of Office of Public School Construction's School Facility Program (SB50), Lease Purchase Program, Deferred Maintenance Program; knowledge of Excel, Word, and data base programs.

Skills in:

Working independently and using sound judgment; establishing and maintaining complex accurate records, files, and reports; operating standard office equipment, including computers and adding machines with speed and accuracy; reading and writing at a level sufficient for successful performance of required duties; interpreting and applying relevant laws, rules, policies, and other guidelines associated with assigned duties; establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to a two-year degree in accounting/business or a closely related field and two years of responsible technical and professional analyst experience.

Physical Requirements:

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays;
- Hearing and speech ability sufficient to enable communication by telephone and in person;
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.);
- Physical ability to reach, bend and grasp in order to file and retrieve materials;
- Physical ability to sit or otherwise remain stationary at work post for long periods.