



Sequoia Union High School District

Job Description

JOB TITLE:	Director of Purchasing & Support Services
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 four years of verifiable purchasing and contract management experience.
SALARY SCHEDULE:	Management Salary Schedule VI
WORK - YEAR / HOURS:	12 Months
LOCATION:	District
BOARD APPROVAL:	5/11/16

BRIEF DESCRIPTION OF POSITION

Under general direction, plans and directs a comprehensive purchasing program in accordance with all applicable Federal and State statutes and District regulations; responsible for all district procurement functions including bids, RFP's and RFQ's; manages district contracts; responsible for warehouse and reprographics departments; and provides administrative support for the district food services department.

DUTIES AND RESPONSIBILITIES

Purchasing Functions

- Plans, organizes, assigns, directs, and reviews the work of the purchasing, warehouse, and reprographics departments;
- Formulates procedures and policies to be used for purchasing;
- Plans and supervises the purchase, receipt, storage and distribution of supplies and equipment;
- Develops and processes bids, RFQ's, RFP's, purchase orders, and requisitions involved in obtaining a variety of school supplies, materials, services, and equipment; makes recommendations for standardization;
- Analyzes bids received for conformance and compliance with established standards and for the completeness of data;
- Recommends awarding of contracts and bids; prepares standard specifications and writes specialized specifications;
- Meets with vendors; prepares legal ads, agreements, and other related legal documents;
- Manages surplus property and arranges for disposal;
- Coordinates donations; coordinates e-waste program; keep informed of the legal requirements of purchasing

Contract Management

- Updates and maintains standard district agreements;
- Review incoming agreements for accuracy and completeness;
- Tracks all agreements and maintains in a database;
- Issues amendments & extensions;
- Answers questions and supports all site staff in obtaining agreements;
- Work with the district's insurance broker (SMCSIG) on insurance needs;
- Negotiate agreements and when necessary, confer with County Counsel;
- Review and approve all requisitions which need agreements'
- Responsible for executing approved agreements

Food Services

- Assists the Director of Food Services with administrative functions, including procurement of food and food supplies, employee attendance and timekeeping, free and reduce eligibility application process, local, state and federal reporting.

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 Excel and Word is required, and data base programs is desirable

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.

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.