

Sequoia Union High School District

Job Description

JOB TITLE: **DIRECTOR OF PURCHASING & SUPPORT SERVICES**
REPORTS TO: Associate Superintendent, Administrative Services
CLASSIFICATION: Classified Management
LEVEL: IV
LOCATION: District Office
BOARD APPROVAL: June 23, 2021

DEFINITION

Under general direction, the Director of Purchasing and Support Services is responsible for the efficient and effective performance of comprehensive contracting, purchasing, and receiving programs in accordance with all applicable federal and state statutes and District regulations. This position oversees the District Food Service program assuring cost effectiveness and compliance with district, state, and federal requirements.

ESSENTIAL DUTIES

Purchasing, Warehouse, Reprographics

- Plans, organizes, assigns, directs, and reviews the operational activities of the Purchasing, Warehouse, and Reprographics departments.
- Develops, recommends and implements goals, objectives, policies and procedures for district wide purchasing, receiving, and contracting.
- Prepares comprehensive logistical plans for the purchase, receipt, control, storage and distribution of supplies and equipment.
- Develops and directs the preparation of bids, quotes, and requests for proposals (RFP), purchase orders, and requisitions involved in procuring a variety of school supplies, materials, services, and equipment.
- Oversees and coordinates the bid & RFP process while ensuring compliance with applicable laws, rules, and regulations. Makes recommendations for district wide standardization.
- Manages surplus property and arranges for disposal. Coordinates donations; coordinates e-waste program; stays informed of the legal requirements of purchasing.
- Assesses workplace environments to identify and recommend appropriate supplies and equipment solutions to mitigate ergonomic risks.

Contract Management

- Prepares and issues contracts and purchase orders for the procurement of equipment, materials, supplies and services.
- Meets with vendors, prepares legal ads, agreements, and other related legal documents.
- Plans and directs the negotiation, preparation, and administration of contracts. Updates and maintains standard district agreement templates. Manages and maintains District's contract database.
- Reviews incoming agreements for accuracy and completeness. Issues amendments & extensions.
- Trains and advises site staff on contracting process and procedures.

- Confers with the District's insurance broker (SMCSIG) on insurance needs, and with County Counsel when needed.
- Oversees and assists with the drafting and approval of background information for Board of Trustees meetings related to bids, RFPs, purchase orders, and requisitions involved in procuring a variety of school supplies, materials, services, and equipment.
- Attends and participates in purchasing and contracting professional group meetings. Stays abreast of new trends and innovations in the field purchasing. Serves as the District representative at purchasing and contracting conferences and conventions.

Food Services

- Monitors and evaluates the efficiency and effectiveness of the Food Service Department operations.
- Supervises the administration and collection of Free & Reduced Meal Applications to maximize student participation.
- Analyzes operations and formulates plans to ensure the Food Service Department's fiscal solvency and, where possible, make recommendations to decrease overall dependence on general fund contributions.
- Develops goals, objectives, and priorities for the Food Services Department and staff.

REQUIRED QUALIFICATIONS

- Any combination equivalent to a B.A. or B.S. degree in business or public administration and four years of verifiable purchasing and contract management experience.
- Valid California Driver's License.

DESIRED QUALIFICATIONS AND EXPERIENCE

- Experience working in a school district setting.
- Public Procurement and/or Ergonomic Certifications.
- Experience in the food services industry.

KNOWLEDGE OF:

- The methods, laws, practices, and procedures of purchasing including governmental purchasing.
- Sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials.
- Warehouse practices and stock record systems; ability to plan and schedule buying activities for greatest efficiency and service.
- 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.
- The operational requirements of the National School Lunch Program and related federal and state regulations, including the evaluation of free and reduced priced meal applications.

ABILITY TO:

- Plan, organize, direct and coordinate the work of management, supervisory, and technical personnel; delegate authority and responsibility.
- Work independently and using sound judgment.
- Establish and maintain complex accurate records, files, and reports.
- Operate standard office equipment, including computers and adding machines with speed and accuracy.
- Effectively use computer software including Microsoft Office applications.
- Read and write at a level sufficient for successful performance of required duties.
- Interpret and apply relevant laws, rules, policies, and other guidelines associated with assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret market prices and trends. Ability to plan and supervise the work of others.
- Work cooperatively with others. Knowledge of principles, practices, and methods of bidding related to contracting for construction services in a public agency.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

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.

ENVIRONMENT

- Office work environment.
- Warehouse work environment.
- Conducting work at a variety of district sites..