

Sweetwater Union High School District

PURCHASING MANAGER

Purpose Statement

The job of Purchasing Manager is done for the purpose/s of developing, organizing and maintaining an effective system of procurement, storage and distribution of supplies, materials and equipment including: determining procurement methods and initiating bidding process; procuring assigned product lines; recommending bid awards; maintaining warehouse inventory levels; product inclusion and layout, identifying products which will enhance efficiency, effectiveness and safety of district operations; resolving complaints and improving customer service. The Purchasing Manager will also provide leadership in the overall operation of the Duplicating and Mail Services Departments.

Essential Functions

- Develops and implements long and short range plans/programs related to district purchasing processes for the purpose of ensuring that district resources are effectively utilized.
- Prepares, recommends and manages department budget(s) for the purpose of ensuring effective department functioning.
- Negotiates agreements and contracts with vendors and suppliers for the purpose of ensuring best price/quality for District purchases.
- Authorizes purchase orders, contracts, bids for the purpose of ensuring vendor compliance with district, state and federal regulations, policies and procedures.
- Oversees purchase order, contract, bid and budgetary expenditure processes for the purpose of ensuring accurate allocation of funds and/or adherence to fiscal regulations.
- Manages warehouse/stores inventory functions for the purpose of ensuring sufficient supplies as needed.
- Maintains and stores a variety of files (manual and electronic) (e.g. vendor information, contracts, purchase orders, etc.) for the purpose of providing required documentation and historical information.
- Oversees the maintenance of capital equipment inventory for the purpose of ensuring the efficient use of District resources.
- Evaluates documentation (e.g. request for proposals, requisitions, change orders, bids, contracts, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.
- Solicits quotations, proposals and bids, etc. for the purpose of providing cost information, making purchases and securing items.
- Researches a variety of items (e.g. contracts, suppliers, equipment and laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Plans, directs, oversees, and evaluates staff and processes in the District's Duplicating and Mail Services Departments.
- Collaborates with others (e.g. district personnel, community organizations, vendors, etc.) for the purpose of implementing and maintaining services and/or programs.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Attends meetings, conferences, workshops, etc. (e.g. state procurement regulations, school procurement laws, education classes, etc.) for the purpose of understanding the changes for updating and implementing district procurement procedures.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; products and materials used in a school setting; pertinent codes, policies, regulations and/or laws; warehouse techniques and strategies; inventory control; value analysis; and quantity buying techniques.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to State and Federal purchasing guidelines; maintaining confidentiality; and working with detailed information/data and recommending course of action.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education/Experience

Any combination equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration or a related field; and four years of professional level purchasing experience, including two years of supervisory experience.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410