LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION

SUPERVISOR OF PURCHASING AND STORES

Definition

Under the general supervision of the Director of Fiscal Services, plans, coordinates organizes, and directs a comprehensive purchasing warehousing program and distribution operation; performs specialized duties related to purchasing and inventory control, trains, supervises, and evaluates the performance of assigned staff.

Distinguishing Characteristics

This is a single position class that performs a variety of supervisory and technical duties involving the acquisition, storage and distribution of District goods, supplies and equipment.

Typical Tasks

- Compiles information regarding purchasing sources;
- Establishes master purchasing calendar and establishes procedures for the timely procurement of materials, supplies and equipment within the calendar framework.
- Assists District employees in adherence to master purchasing calendar procedures.
- Prepares documents, bids and RFPs (Request for Proposals) related to the acquisition of District materials, supplies and equipment.
- Receives, analyzes bids and proposals and makes recommendations related thereto.
- Establishes and maintains automated inventory control system and automatic repurchases related thereto.
- Maintains current and accurate records of District purchases and acquisitions
- Coordinates the District's programs of purchasing, storing and delivering of goods and supplies.
- Provides accurate and timely information necessary for the proper payments to vendors and suppliers.
- Investigates and resolves problems related to purchasing, storing and delivery of goods and supplies.
- Supervises work of employees assigned to the warehouse and delivery functions of the District.
- Keeps apprised of pertinent laws, rules and regulations related to purchasing, storing and delivering of goods and supplies.
- Prepares information for pertinent governmental reports/actions.
- Performs other related duties as assigned.

Minimum Qualifications

Education: Equivalent to graduation from a college or university with a B.A. degree in a related field.

Experience: Equivalent to a minimum of three (3) years of progressively responsible professional purchasing or warehousing experience. Professional experience may be substituted for college education on a year-to-year basis up to a maximum of two years. School district purchasing experience is desirable.

Knowledge of: Principles and practices of governmental purchasing; inventory and property control methods; methods to evaluate informal quotations and formal bids for warehouse inventory and school equipment and supplies; basic negotiations techniques for purchasing; business math; general principles of supervision and training; the legal requirement governing public sector purchasing, computerized purchasing system; correct English usage, spelling, grammar, punctuation and composition; modern office organization, methods, procedures, practices and equipment; collection, organization and retrieval of data in an accurate and timely manner.

Ability to: Plan, organize, and administer a large, varied purchasing, warehousing and delivery program; analyze problems, and arrive at sound solutions; effectively supervise, train, and evaluate personnel; apply new developments and techniques in purchasing and warehousing to meet District objective related to purchase and inventory control; prepare written reports, policies, regulations, proposals, specifications, schedules, and correspondence; make effective written and/or oral report presentations; read and understand reports and directives; gather, analyze and evaluate data; formulate and administer budget for department; carry out oral and written instructions in a pleasant and professional manner; maintain harmonious working relations with school officials, other employees, vendors, and the public; develop a working knowledge of the District's Rules and Regulations; implement principles and practices of effective employee supervision; interpret and apply laws, rules, and regulations affecting school district purchasing operations.

License: This position requires a valid and unrestricted California driver's license and the ability to qualify for the District's standard liability insurance premium rate.

PRESENTED TO THE BOARD: **April 6, 2006**
REVIEWED BY THE COMMISSION: **December 5, 2006 (1ST Reading)**
January 9, 2007 (2nd Reading Approved)

Work Schedule: 1
Salary Range: 5 (Supervisory/Confidential Salary Schedule)