

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: September 16, 2015  
Salary Schedule: 250; Row 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: DIRECTOR OF PURCHASING**

**JOB PURPOSE STATEMENT:** Under direction of the Assistant Superintendent of Business Services, directs, manages, supervises, and provides leadership and innovative solutions for the centralized purchasing functions of the purchase and acquisition of equipment, materials, supplies and services, warehouse and delivery functions, contracts, and asset inventory.

**JOB FUNCTIONS:**

- Creates and implements innovative solutions to improve the purchasing department's ability to serve the District's school sites, departments, students, and community
- Works collaboratively with the business management team and each of the district's divisions to provide innovative and effective solutions for legal compliance and exemplary service to the district
- Provides leadership, plans, organizes, and supervises the purchasing department ensuring that all transactions and procedures are in compliance with state law and district policies
- Communicates, guides, and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, and training and development
- Creates and develops written materials (e.g. policy and procedure dissemination, correspondence, bid documents, Board of Education materials, etc.) for the purpose of ensuring compliance with established policies and procedures, legal requirements and budgetary guidelines and provide information dissemination to district staff and public
- Oversees the proper sale and disposition of all surplus property and electronic waste
- Prepares competitive bids and proposals for supplies, equipment, and services as required by law, including specification and scope of work preparation, legal advertisement, formal opening, and evaluation for determination of award

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JOB FUNCTIONS – continued:

- Works collaboratively with the facilities department and principals to furnish and equip school sites, prepares bids for and coordinates the purchase of furniture and equipment for sites, and arranges delivery schedules with vendors, warehouse and site personnel
- Participates in leadership networks and organizations specific to purchasing
- Advises on all types of purchasing and works with staff on resolution of problems related to purchasing, delivery and vendor performance
- Develops and implements policies and procedures, supervises and coordinates the checking of requisitions; establishes procedures for follow-up; acts as resource person for school sites and departments
- Provides and organizes training on purchasing policies and procedures, software, and all other aspects of the purchasing department
- Creates and leads various professional development workshops for district staff
- Prepare and present reports and presentations to the school board and community
- Stays updated on all new laws, codes, and trends relative to purchasing
- Ensures that the purchasing department provides exemplary customer service to all school sites and departments
- Maintains current information on vendors and sources of supply; interviews vendor representatives; coordinates the demonstration of equipment and supplies; coordinates and develops standards
- Performs periodic review of vendor contracts; makes recommendations to vendors on performance and product reliability
- Plans, organizes, develops and implements procedures and guidelines relative to the warehousing and distribution of goods, supplies, material and equipment
- Supervises and evaluates purchasing personnel and delivery drivers
- Oversees and monitors district fixed assets, equipment, supplies and services for the purpose of ensuring an audit trail and minimizing losses, ensures proper fiscal management and compliance with federal, state, and district guidelines and specifications.

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JOB FUNCTIONS – continued:

- Advises on a wide variety of supplies, equipment and materials used in school districts; dependable sources of knowledge such supplies
- Advises on equipment and materials; marketing practices, pricing methods, and product quality used in school districts
- Facilitates purchasing procedures and techniques, purchasing transactions, and follow-up
- Knows purchasing and business terminology
- Knows contract administration
- Knows principles of supervision, training and evaluation
- Knows inventory control procedures
- Communicates (written and verbal) clearly, concisely, and correctly
- Communicates effectively via e-mail and other electronic communications
- Knows and interprets laws, regulations, and rules including, but not limited to Education Code, Government Code, Public Contract Code, and Board Policy affecting school district purchasing and contractual operations and applies them with good judgment
- Prepares clear specifications and legal contracts
- Schedules multiple activities
- Skill to work with a diverse group of individuals and handle situations with tact, diplomacy and discretion
- Knows and operates office machines and equipment, including a copier, personal computer and calculator proficiently
- Establishes and maintains effective working relationships with staff and other persons contacted through the course of work
- Performs related duties as assigned

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PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree is required.

Experience:

- Five (5) years of increasingly responsible experience in purchasing or related field for a large business or governmental entity. Two (2) years of supervisory experience is highly desired.

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Drivers License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position