

SUPERVISOR, FACILITIES PURCHASING

DEFINITION:

Under the direction of the Director, Facilities Planning organizes, coordinates and participates in the acquisition of furniture, equipment, materials, supplies and services for all new and modernization construction projects and site modifications. Develops specifications, advertises for bids, solicits quotations, analyzes bids and quotations received, prepares contracts and recommends awarding contracts and placing of purchase orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in and supervises establishment of purchasing policies and procedures in accordance with laws, regulations and District policies.
- Instructs trains, evaluates, assigns and inspects work of other purchasing related personnel.
- Develops and processes bids, purchase orders and requisitions to ensure consistency with District standards and best practices.
- Analyzes bids received for conformance and compliance with established standards; recommends awarding of contracts and bids.
- Reviews contracts to ensure best practices for the District.
- Writes specifications; determines available vendors, secures price quotations and comparisons; provide vendors delivery and billing requirements.
- Prepares purchasing and/or project budgets as appropriate.
- Contacts vendors and sales representatives regarding late orders, undelivered materials and shipment discrepancies.
- Arranges the return or exchange of damaged or defective goods.
- Coordinates with warehouse, accounts payable, school site administrators, Facilities and Construction as well as Maintenance.
- Researches and writes a variety of reports, memoranda and letters.
- Develops and maintains purchasing records, buying schedules and files; maintains vendor catalogs.
- Assists in developing program and procedures for inventory of District equipment and maintenance of property control records.
- Develops suggestions and alternative methods for work simplification and cost reductions.
- Performs related duties as assigned.
- Available at school sites or departments to receive delivery of F&E.
- Communicate effectively orally and in writing.
- Produce quality work, requiring minimal revision.
- Refer all issues not within stated areas of authority to the appropriate authority in a timely manner.
- Willingly accept additional assignments within areas of responsibility.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles of supervision, training, and performance evaluations.
- Purchasing principles, procedures, terminology, as well as legal requirements in a school district.
- Sources of supplies, furniture and equipment.
- Public procurement and Public Contract Code.
- Equipment standardization.

Ability to:

- Manage multiple projects and delegate accordingly.
- Be self-directed to follow through on assigned tasks/projects.
- Establish and maintain effective working relationships with others.
- Prepare bid documents, write specifications and interpret laws, rules and regulations affecting the District purchases.
- Communicate effectively, in a clear and concise manner, both orally and in writing.
- Coordinate complete record keeping.
- Exercise sound judgment and be resourceful in problem solving.
- Use a variety of computer platforms such as database, spreadsheet and word processing applications.
- Demonstrate professional demeanor, attitude, and conduct across all areas of responsibility and authority.
- Effectively organize tasks and assignments for timely completion.
- Consistently maintain a satisfactory level of effort and progress relative to duties and responsibility.
- Consistently display a positive cooperative attitude.
- Establish and maintain effective working relationships with others.
- Ability to consistently be accurate and detail oriented when reviewing quotes and specifications.
- Travel to various sites within a reasonable timeframe using the employee's personal vehicle and/or district vehicle.

EDUCATION/EXPERIENCE:

College level coursework equivalent to an A.A. degree in purchasing, business administration or closely related field is desirable. Five (5) years of directly related purchasing activities/responsibilities. School district technical level/supervision experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Consistently stand, walk, sit, talk, bend, lift and hear.
- Regularly use hand to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Manual dexterity and related physical abilities to handle items.
- Frequently use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exert 50 pounds of force, to carry, push, pull, or otherwise move objects.
- Ascend and descend ladders, stairs, scaffolding, and ramps.
- Extended periods of time walking or standing.
- Extended periods of time working on keyboard and viewing computer monitor(s).

WORK ENVIRONMENT:

Office/Construction Site environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office work environment is usually moderate. Noise level on the construction site is usually loud. Hazards include:

- Visiting offsite locations on a regular basis.
- Occasional periods of time working outside under varying weather conditions including wet and humid conditions, extreme cold and extreme heat.
- Occasional walks through an active construction zone wearing Personal Protection Equipment which includes a hard hat, safety vest, hard sole shoes, and may require safety glasses and/or ear protection.
- Occasional work alongside moving mechanical parts, equipment, and machinery.
- Occasional exposure to fumes or airborne particles, and caustic chemicals.

- Occasional risk of electrical shock, and vibration.

Revised 11/2/2018