

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PURCHASING MANAGER

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize and direct operations and activities involved in the purchasing of supplies, furniture, services and equipment; coordinate the bidding process, warehousing functions, personnel, resources and communications to meet County Office needs and assure smooth and efficient purchasing activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct operations and activities involved in the purchasing of supplies, furniture, services and equipment; assure timely and cost-efficient delivery of goods and services; establish and maintain purchasing time lines and priorities; assure purchasing activities comply with established laws, codes, regulations, policies and procedures.

Coordinate the bidding process, warehousing functions, personnel, resources and communications to meet County Office needs and assure smooth and efficient purchasing activities; direct the development and implementation of purchasing projects and activities; assure proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Establish bidding time lines; obtain, compare and evaluate bids, quotations and proposals to determine cost-effectiveness and compliance with specifications; arrange for and direct the preparation of related advertisements; write and assure completeness and clarity of bid specifications.

Order goods and services according to established policies and procedures; recommend bid awards and contracts; assure compliance with bid specifications and quotes; contact other staff to assure receipt of ordered goods; follow up on delayed shipments, discrepancies and damaged deliveries.

Direct and participate in the input of purchasing information into an assigned computer system; assure accuracy of requisition information and compliance with established standards and requirements; oversee the generating of purchase orders; close out purchase orders as directed.

Review and evaluate requisitions to determine appropriate method of procurement; research and evaluate contractors and sources of supply; confer with and negotiate with vendors and contractors concerning price, specifications, product information, services and other related issues.

Develop furniture, color and other specifications for facility construction projects as required; provide recommendations concerning space planning for new and renovated facilities.

Receive, review and process purchase order requests and requisitions; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding, vendor information and cost calculations.

Manage the warehouse activities involved in the receipt, storage and distribution of County Office supplies and equipment; coordinate, conduct and account for regular and periodic inventories of supplies and equipment; coordinate the filling, distribution and delivery of site orders.

Plan, organize and direct various special programs and services such as E-Rate, on-line purchasing transactions, Labor Compliance Program and the Visa Card Program.

Coordinate purchasing activities, communications and information between administrators, personnel, vendors, contractors, schools sites and others; oversee and participate in the composition and distribution of vendor and contractor correspondence.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to purchase orders, bids, E-Rate, lease agreements, personnel, invoices, inventory and assigned activities; process various forms and applications related to E-Rate and assigned activities.

Participate in the development and preparation of the annual preliminary budget for purchasing functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; monitor and maintain construction contracts.

Provide technical information and assistance to the Assistant Superintendent-Business Services regarding purchasing activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with personnel, administrators, vendors, contractors and outside organizations to exchange information, coordinate activities and resolve issues or concerns; provide assistance to school districts and the public concerning purchasing activities, E-Rate and other assigned functions.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work; schedule and arrange for equipment maintenance and repairs; review, evaluate and maintain related agreements.

Attend and conduct various meetings and conferences as assigned; prepare board agenda items related to purchasing functions as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of operations and activities involved in the purchasing of supplies, furniture, services and equipment.

Principles, methods, practices and procedures of purchasing, contract administration and warehouse activities.

Sources of supply, commodity markets, marketing practices and commodity pricing methods.

Warehousing procedures, material handling, inventory control and distribution.

Technical aspects of researching, comparing and purchasing supplies, materials and equipment.

Use and terminology of requisitions, purchase orders and other warehouse documents.

Inventory practices and procedures.

Applicable local, State and federal laws, codes, regulations, policies and procedures.

County Office organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize and direct operations and activities involved in the purchasing of supplies, furniture, services and equipment.
- Coordinate the bidding process, warehousing functions, personnel, resources and communications to meet County Office needs and assure smooth and efficient purchasing activities.
- Supervise and evaluate the performance of assigned personnel.
- Receive, compare and evaluate bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.
- Write, process and assure completeness and clarity of bid specifications, summaries and awards.
- Direct activities involved in the receipt, storage and distribution of supplies and equipment.
- Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.
- Direct and participate in the input of purchasing information into an assigned computer system.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in business administration, accounting or related field and five years increasingly responsible experience involving the purchase of supplies, services and equipment. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelors degree, up to a maximum of four years. Previous relevant management experience is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Physical agility to lift 15 lbs to shoulder height.
- Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 34	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept.Division
	Hiring authority: Director of Dept/Division