



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**DIRECTOR - PURCHASING**

**DEPARTMENT/SITE:** Purchasing

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** 31

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Deputy Superintendent

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Deputy Superintendent, the Director of Purchasing directs purchasing, warehousing, and printshop programs and services; provides information and serves as a resource to others by planning, evaluating, developing, implementing, and maintaining services in compliance with established District and State guidelines and serving as a member of the leadership team. The incumbent in this classification provides the school community with leadership in procurement services which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists external auditors in providing requested information (e.g., purchasing procedures, contracts, purchase orders, requisitions) to provide information and general support.
- Collaborates with internal and external personnel (e.g., other administrators, auditors, public agencies, community members, etc.) to implement and/or maintain services and programs; develops and implements strategic long and short-term plans and activities to enhance services to meet the needs of the District.
- Communicates with a variety of entities (e.g., vendors, administrators, government agencies) to verify information and/or respond to inquiries.
- Compiles data from a wide variety of sources (e.g., request for proposals, bids, invoices, purchase orders, etc.) to analyze issues, ensure compliance with a variety of policies and procedures, and/or monitor program components.
- Coordinates pre-bid conferences, vendor presentations, informational meetings with varied staff, etc.; prepares and manages the specifications for the bidding and RFP processes, ensuring District and State policies are followed.
- Coordinates the staff and operational activities for the Purchasing, Warehouse and Printshop departments.
- Develops and administers the budgets of the Purchasing, Warehouse and Print Shop departments
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g., establishing assignments, overseeing purchasing functions) to provide services within established timeframes and in compliance with related requirements.
- Directs the monitoring of and approves expenditures; recommends adjustments as necessary to assure optimum use of District funds.
- Evaluates requisitions, change orders, and bids used in the acquisition of supplies, equipment and/or services to ensure compliance with bid and/or order documentation, ensuring proper use of district funds; analyze bids for awarding various contracts.

- Facilitates meetings, workshops, and seminars to identify issues, develop recommendations, support other staff, and serve as a District representative.
- Maintains a variety of manual and electronic files (e.g., vendor, contract, construction, purchase orders) to provide required documentation and historical information.
- Manages District Fixed Assets and Capital Assets systems and products; oversees the disposals of District property according to established State guidelines.
- Monitors budget allocations, expenditures, fund balances, and related financial activities to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Monitors purchase orders, contracts, bids, and budgetary expenditures to ensure accurate allocation of funds and comply with regulatory requirements and established guidelines.
- Plans, organizes, controls, and directs a variety of programs, projects, and activities related to the Purchasing, Warehouse, and Printshop and the distribution sections, including District mail services, to ensure timely delivery to meet the needs of the sites and departments.
- Prepares a variety of written materials (e.g., purchase orders, requisitions, change notice, bids, board reports) to document activities, provide written reference, and/or convey information.
- Researches new products, laws, and regulations to recommend purchases, contracts, and maintain District-wide services.
- Reviews and authorizes purchase orders and contracts to ensure that District policies and procedures are being adhered to and that vendor compliance with regulatory requirements and established guidelines are being met.
- Selects, trains, motivates, and evaluates the Purchasing, Printshop, and Warehouse personnel; provides and/or coordinates staff training; works with employees to correct deficiencies, implements discipline, and termination procedures.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- State contract codes for bidding and purchasing for K-12
- Purchasing terminology
- Internal budgeting
- Accounting/bookkeeping principles
- Products and materials used in a school setting
- Pertinent codes, policies, regulations and/or laws
- Warehouse techniques and strategies
- Quantity buying techniques
- Pertinent software applications

### **Skills and Abilities to:**

- Apply federal, state and District policies and regulations
- Prepare and maintain accurate records
- Manage time effectively
- Provide leadership
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Solve problems effectively
- Maintain confidentiality

**RESPONSIBILITY:**

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

Bachelor's degree or higher from a nationally accredited college or university in business administration or related field of study.

**EXPERIENCE REQUIRED:**

Five (5) years of increasingly responsible experience in management; including management level responsibility for purchasing, or comparable experience such as assistant division manager in a large organization.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to various district sites.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- This job is performed in a generally clean and healthy environment
- Requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen