

STOCKTON UNIFIED SCHOOL DISTRICT

PURCHASING MANAGER

DEFINITION

Plan, organize, direct and review the activities of purchasing and the warehouse operations; perform complex purchasing duties; supervise staff in assigned areas; and perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director of Business Services, and exercises direct supervision over purchasing and warehouse assigned staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Establish purchasing department policies and procedures in accordance with state law, district policy and best business practices.

Will be responsible for purchasing equipment, supplies and cafeteria food.

Train and supervise purchasing personnel.

Conduct feasibility studies on the need for purchasing supplies and equipment.

Assist principals, managers, supervisors and other staff regarding the purchasing of equipment and supplies.

Receive, examine and approve requisitions for district supplies and equipment.

Draft specifications for major purchasing processes.

Supervise maintenance of catalogs.

Responsible for bidding, awarding and preparation of all contracts related to services, and lease purchase of equipment.

Maintain records on inventories, purchases in process and completed, and supply sources.

Maintain a historical record of equipment purchased.

Will be responsible for the sale of all obsolete and surplus equipment.

Prepare written reports.

Will be responsible maintaining the operations of the warehouse and delivery services.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals and practices of purchasing
- Sources of supplies, materials and equipment used in a large school district
- Warehouse operations and procedures
- Principles and techniques of supervision

Ability to:

- Interpret laws, rules regulations and policies regarding District purchasing
- Prepare specifications for bids
- Prepare and present oral and written reports
- Establish and maintain cooperative working relationships with other
- Operate computer and other modern office equipment
- Make mathematical calculations with speed and accuracy
- Physical capability to perform essential functions of the job

Education and Experience:

- Any combination of education, training and experience equivalent to graduation from an accredited college or university with a Bachelor of Arts degree in Business Administration or a related field. Additional purchasing experience may be substituted on a year-for-year basis for the required education
- Three (3) years of technical purchasing experience in a large scale, materials management operation, including at least (1) year in a position comparable to the Buyer II in the District.

License or Certificates:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull up to 40lbs.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 01

12-month work year

Board Approval: 12/14/93

Management re-alignment effective 03/01/19