

**DESERT SANDS UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**Classification:**

**DIRECTOR OF PURCHASING**

**Salary Range: 26**

**Employment Category:**

**Management/Supervisory**

**FLSA Designation: Exempt**

**Job Summary:**

Under direction of Assistant Superintendent, Business, administers District-wide procurement services by planning, organizing, implementing and reviewing policies and procedures related to contracting and purchasing; manages, and coordinates the centralized purchasing functions related to the purchase and acquisition of equipment, materials, supplies and services; and manages through subordinate supervisor, the District warehouse and mail room functions.

**Essential Job Functions:**

- **Authorizes** approval of expenditure of funds for district fixed assets, equipment, supplies and service for the purpose of ensuring compliance with established policies and procedures and federal, state, local and district requirements.
- **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, providing information dissemination to district staff and public.
- **Develops** and reviews procurement and contract language, consult with Legal Counsel for the purpose of providing incorporation in bid documents and ensuring full compliance, and removal of liability to district.
- **Manages**, evaluates, oversees and directs purchasing and warehouse departments for the purpose of ensuring compliance with federal, state, local and district guidelines, policies and procedures.
- **Manages** and performs procurement and acquisition of supplies, equipment and services for the purpose of acquiring necessary resources to support district operation.
- **Manages**, supervises and coordinates personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, discipline, problem identification and resolution.
- **Oversees** and monitors district fixed assets, equipment, invoices, supplies and services for the purpose of ensuring an audit trail and minimizing losses, ensuring proper financial management and compliance with federal, state, county and district guidelines and specifications.
- **Oversees** the creation and design of programs, services and special projects for the purpose of ensuring compliance with state/federal regulations, improving service and programs; and, ensuring that district expenses and allocated effectively and efficiently spent.
- **Oversees** and directs the purchase of furniture, equipment, technology and communication, and supplies, including new schools and modernization projects, for the purpose of ensuring standardization, financial management, adherence to fiscal regulations, accurate allocation of funds, and compliance with federal/state/local and district guidelines.
- **Oversees** all aspects of competitive bid activities, including bid openings, bids analyzing, and contracts award recommendations.
- **Directs**, prepares, monitors, and reviews departmental budget.
- **Organizes** the disposal of surplus property.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** board meetings, District Committees, other meetings and conferences for the purpose of providing and/or gathering information.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, price and estimate project costs, supervise personnel and projects, operate standard office equipment including use of basic computer applications. Skill to use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic math calculations. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Knowledge of principles and practices of organization, management, budget preparation, procurement, contract administration, and expenditure control. Knowledge of federal and state rules, regulations and policies pertaining to purchasing and warehouse of California public education. Knowledge of computer hardware and software and applicable software applications. Knowledge of standard accounting procedures related to district, state and federal policies. Ability to accurately maintain detailed records.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for short periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, constantly lift a minimum of 10 pounds; have the capability to push 53 pounds maximum force and possess the capability to pull 53 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

- **Work Environment:** Employees in this classification work mostly inside and occasionally outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for limited periods of time.
- **Education and Training Required:** Any combinations of the following: Bachelors degree in Business Administration, Public Administration, or related field and four (4) years of increasingly responsible experience in purchasing for an organization with at least 500 employees or in a school district with an enrollment of at least 10,000 which included two (2) years of supervisory experience; OR, eight (8) years of increasingly responsible experience in purchasing for an organization with at least 500 employees or in a school district with an enrollment of at least 10,000 which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess a valid California driver's license.

Personnel Commission: 12/03/97  
Board of Education: 04/21/98  
Salary Modification: 07/01/00  
Personnel Commission: 01/2007