

## **Escondido Union High School District Job Description**

**Job Title:** Director of Purchasing  
**Employee Unit:** Management  
**FLSA Status:** Exempt  
**Salary Level:** Range 21 (225 days)  
**Approved By:** Board of Trustees  
**Approved Date:** 08/19/1997

### **SUMMARY**

Directs and coordinates activities of personnel engaged in purchasing and distributing supplies, books and instructional materials by performing the following duties personally or through subordinates.

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

Prepares instructions regarding purchasing systems and procedures.

Prepares and issues purchase orders and change notices.

Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports.

Reviews purchase order claims and contracts for conformance to district policy.

Develops and installs clerical and office procedures and practices, and studies work flow, sequence of operations, and office arrangement to determine expediency of installing new or improved office machines.

Arranges for disposal of surplus materials.

Selects products for purchase by testing, observing, or examining items.

Estimates values according to knowledge of market price.

Determines method of procurement such as direct purchase or bid.

Prepares and conducts bidding process.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Purchasing and Warehouse. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or Professional Certificate in Purchasing from college or university. Minimum three years experience in Purchasing, one of which must be in an educational institution.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES** Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Demonstrated ability to perform all duties of a Buyer, as well as effectively manage the Purchasing Department and supervise and direct Buyers, Clerk and Warehouse personnel.

**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.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK 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.

While performing the duties of this job, the employee occasionally works in high, precarious places. The noise level in the work environment is usually moderate.

#### **COMMENTS**

The individual assigned to this position will be part of the district's management team and expected to participate in all staff development, meetings, etc. as required. In addition, the individual must be able to adhere and require staff to adhere to district policies, procedures and perform to high expectations. As a representative of the Escondido Union High School District, all managers are expected to present a professional appearance and relate well to employees and the public.