

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR III, PURCHASING

WORK YEAR: 261 Days

SALARY: Row 9

REPORTS TO: Chief Business Officer and Governmental Relations

BASIC FUNCTION:

Under direction of the Deputy Superintendent, Business and Governmental Relations plan, organize, manage and direct the Contract, Purchasing, Accounts Payable, Warehouse, Publications, Records and Inventory Control, Departments.

REPRESENTATIVE DUTIES:

Serves as an advisor to the Chief Business Officer and Governmental Relations on issues relating to contracts, procurements, and legal disputes involving vendors.

Interrelate with legal counsel on contractual disputes when directed.

Oversee the entire bidding process, including analyzing bids, negotiating favorable terms, and complying with all requirements of the Education Code, Public Contract Code and Governmental Code.

Direct the supervision, and provide expertise in the management of the Purchasing, Stockroom, Inventory Control and Contracts Department.

Administer, supervise, provide leadership, review, audit, inspect, observe, counsel and assess the performance of personnel within Purchasing, Warehouse, Publications, Records and Inventory Control, Departments.

Assume a leadership role and advise the Chief Business Officer and the Board of Education when directed, pertaining to contractual disputes and recommendations of procurement awards.

EDUCATION AND EXPERIENCE:

This position requires five or more years experience as the manager in charge of purchasing, procurement, contracts or materials management for a medium (\$50 million) or larger governmental entity of business. Governmental purchasing or procurement experience is desirable with references of successful accomplishment necessary.

Director of Purchasing

The position requires a degree from a four-year college with a major in Business, Finance, or Public Administration or a closely related field. A Masters Degree and/or certification from the National Association of Contracts or Purchasing Management is preferred.

Knowledge of automated purchasing systems and familiarity with microcomputers and software is desirable. The incumbent will be required to become thoroughly knowledgeable with the California Public Contracts Code, Government Code and the Education Code.

In addition to the ability to manage the procurement, contract, distribution, storage and inventory of supplies, the position requires an ability to understand, interpret, and adhere to various legal and administrative principles and requirements. An ability to direct through supervisors the operation of the contracts and materials management departments. An annual conflict of interest report will be required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and provide work direction.

Seeing to read and prepare various materials.

Dexterity of hands and fingers to operate a personal computer, calculator, adding machine or related equipment