

# Corona-Norco Unified School District

Division of Human Resources

## **POSITION: SUPERVISOR, PURCHASING**

### **BASIC FUNCTION:**

Under the general direction of administration performs complex, technical and supervisory procurement functions for the District Purchasing department.

### **EXAMPLES OF DUTIES:**

1. Supervise, coordinate bid opening and analysis of bids, providing contractor and vendor award recommendations to the Director and other administrators as requested; oversee the preparation of issuance of standard or specialized purchasing specifications and related bid publicity; review and authorize comparative pricing and quotations.
2. Trains, supervises, and evaluate the work of assigned staff.
3. Assist and accept bids, evaluate bids to determine lowest responsible bidder and acceptability of items bid, participate in developing product specifications and preparation of contracts.
4. Plans, organizes, coordinates, and participates in the procurement of services, supplies, equipment, and operating systems.
5. Evaluates and negotiates terms related to procurement services; develops specifications, evaluates costs, and provides recommendations for award of contracts.
6. Provides technical direction and assistance to staff; participates in the preparation of formal and informal bid documents and specifications; collaborates with professional, clerical staff and contractors in developing contracts, amendments, and Requests for Proposals (RFP).
7. Initiates and develops Requests for Proposals and/or bids for a wide variety of professional services, equipment acquisition, construction, and/or remodeling of facilities, and other complex procurements.
8. Advises project managers in the evaluation of the programmatic aspects of proposals/bids including the preparation of bids and specifications; provides direction and assistance to school district business officials and instructional personnel on cooperative purchases agreements.
9. Develops, reviews, and implements procurement policies, procedures, programs, and instructions.
10. Implement, monitor and assure compliance with District policies, procedures, laws and regulations related to purchasing function.
11. Composes and prepares contract documents, reports, and recommendations related to procurement services.
12. Responds to inquiries and resolves problems related to procurement services including research and analysis.

### **OTHER DUTIES:**

Perform other related work as assigned

### **QUALIFICATIONS:**

#### **KNOWLEDGE OF:**

1. Applicable sections of State Education Code and other applicable laws and collective bargaining agreements
2. Practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness
3. Principles and practices of supervision and training
4. Result and performance evaluation techniques pertaining to program and personnel performance effectiveness
5. Diversity in the workplace including collaboration, multiculturalism and developing an inclusive environment.
6. Human relations, conflict resolution strategies and team building principles and techniques;
7. Procedures, principles, methods, practices and legal requirements of school district purchasing, leases, bids, and contracts; supplies, materials, and equipment commonly used in a public school setting
8. Modern computerized purchasing methods
9. Bid specifications, contract preparation, specification requirements and price negotiation procedures

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10. Contractors, sources of supply, vendors, commodity markets, marketing practices and commodity pricing methods
11. Technical aspects of researching, comparing and purchasing services, supplies and equipment
12. Thorough knowledge of principles and practices of large scale purchasing, contracts and their applications
13. Methods used in competitive bidding, government purchasing laws and regulations;
14. Current market conditions and prices on various types of supplies and equipment, and sources of supplies and services
15. Recordkeeping methods pertaining to the overall purchasing operation;
16. Correct English usage, grammar, spelling, punctuation and vocabulary and report, letter, and communication skills
17. Interpersonal relations skills including tact, patience and courtesy

## **ABILITY TO:**

1. Supervise, lead and direct the functions and activities of a Purchasing Department
2. Demonstrate effective, organizational, and administrative leadership
3. Deliver exceptional customer service resulting in high levels of customer satisfaction
4. Read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates
5. Create an environment that is welcoming, inclusive, and fosters diversity in the workplace
6. Establish and maintain professional relationships with colleagues and staff
7. Analyze and evaluate data for specific use
8. Demonstrate organizational, time management, analytical and problem solving skills communicate effectively both orally and in writing using tact and diplomacy
9. Train and instruct others in performance of their duties
10. Understand and carry out oral and written instructions
11. Use interpersonal skills with tact, patience and courtesy
12. Maintain confidentiality
13. Prioritize workload and conflicting demands
14. Establish and maintain records
15. Prepare accurate and complete specifications, bids, records, and reports; prepare, process and authorize bid specifications, requisitions and purchase orders; prepare, negotiate and review contracts for outside vendors
16. Operate a computer and related assigned software

## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

Graduation from high school, or equivalent education. Two-years of college coursework (i.e., 60 semester or 90 quarter units) or an associate's degree from an accredited institution in business, purchasing, contracts or related field. Experience may be substituted for the required education on a year-for-year basis (1 year is equivalent to 30 semester units or 45 quarters units).

### **EXPERIENCE:**

Three years of full-time increasingly responsible professional business, purchasing and contract experience.

**License Requirements:** Possess a valid California Driver License and maintain possession of such license during the course of employment. Must be insurable at the standard rates and maintain such insurability during the course of employment.

### **PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS**

Noise, sound localization; sitting, walking, standing, reaching, and bending, as needed throughout the day; fine coordination, wrist/arm motion, and grasping/holding; vision to see and read a variety of reports and materials; occasionally lift 25-40 lbs.; carry/push 25-40 lbs.; carry 25-40 lbs.; and dexterity to operate instructional and office equipment. Stress of emergencies and meeting deadlines, stress of interpersonal conflict, normal work standards stress, memorize and recall objects, people, solve multi-variant problems.