

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator I, Purchasing	REPORTS TO:	Executive Director, Purchasing
DEPARTMENT:	Purchasing	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-19/Management Salary Schedule

(Former Classification: Purchasing Manager)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize and supervise the daily operation of the Purchasing Department to provide timely delivery of high quality services to meet the needs of the sites and departments; ensure District purchases are made in accordance with applicable laws, codes and policies; train, supervise, assign and evaluate the work of assigned staff.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, and supervise the daily operation of the Purchasing Department to provide timely delivery of high quality learning materials and services to students, staff, sites and departments; ensure District purchases are made in accordance with applicable laws, codes and policies to assist in sustaining the financial viability of the District. *E*

Receive and respond in a timely manner to questions related to contracts, services, orders, quotes and other related issues; provide technical information and assistance to contractors and District personnel. *E*

Supervise and evaluate the performance of assigned staff and provide clear work direction and constructive feedback to improve staff effectiveness; and arrange for appropriate training of staff in support of professional learning. *E*

Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with established guidelines. *E*

Collaborate and communicate with leaders, district departments, school sites, outside agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals; assist management and other school/department staff in contractual or requisition matters. *E*

Prepare and analyze bids, contracts, requisitions and related documents to ensure accuracy of information for timely processing; prepare award recommendations and submit to the Board as appropriate. *E*

Plan, organize and participate in the preparation, review and processing of purchasing-related contracts and documents to ensure the appropriate allocation of resources to sites and departments; prepare and maintain related records, reports and files. *E*

Attend and chair committee meetings as appropriate. *E*

Maintain current knowledge of changing and new legislation related to assigned activities. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or related field and five years responsible purchasing experience, including four years in a buying capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District purchasing and/or Public Works Bidding policies and procedures.
Technical aspects of researching, comparing and purchasing supplies, materials and equipment.
Writing skills to prepare clear concise specifications and reports.
Local vendors and sources of supply.
Interpersonal skills using tact, patience and courtesy.
Applicable Laws, codes, policies, procedures, rules and regulations related to assigned activities.
Oral and written communication skills.
Labor Relations law and employee contracts.
Operation of a computer to enter data, maintain records and generate reports.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and supervise the daily operation of the Purchasing Department.
Purchase a variety of equipment, materials, supplies and services.
Receive and analyze bids and recommend award.
Ensure District purchases are made in accordance with applicable laws, codes and policies.
Prepare and write formal bid specifications.
Train, supervise and evaluate personnel.
Expedite delivery of items and reconcile discrepancies in quality and quantity.
Prepare, review, verify and process purchasing forms and documents.
Work independently with little direction and many interruptions.
Plan, prioritize and organize work to meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both orally and in written effectively.
Maintain current knowledge of new and changes in legislation.
Work with local unions and the Department of Labor.
Analyze situations accurately and adopt an effective course of action.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; drive a vehicle to conduct work; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to read and analyze various documents; sitting, walking and standing for extended periods of time; dexterity to operate a computer and other office

equipment; hearing and speaking to exchange information; climbing ladders and working from heights; reaching overhead, above the shoulders and horizontally; bending at the waist.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions