

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director, Purchasing	REPORTS TO:	Deputy Superintendent
DEPARTMENT:	Purchasing	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-29/Management Salary Schedule

(Former Classification: Purchasing/Instructional Material Services Executive Director)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned area(s); plan, organize, control and direct a variety of purchasing functions to provide timely delivery of high quality services for the District; plan and direct the centralized procurement, storage and issuance of supplies, materials and equipment in a timely manner to meet the needs of sites and departments; administer the intra-District mail and money delivery system; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

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, control and direct a variety of programs, projects and activities related to the Purchasing and Instructional Material System functions of the District including the procurement of supplies, materials, equipment and services to ensure proper allocation of resources to meet the needs of the District. *E*

Prepare or direct the preparation of specifications, bids and quotations; analyze bids or quotes and recommend awarding of various contracts. *E*

Conduct inquiries, interview vendors and analyze prices and market trends. *E*

Organize, direct and evaluate the activities of warehousing and distribution sections including District mail services to ensure timely delivery of high quality services to meet the needs of sites and departments. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures; review methods and procedures to determine effectiveness to accomplish stated goals. *E*

Develop and implement strategic long and short-term plans and activities to enhance services to meet the needs of the District. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*

Communicate and collaborate with other administrators, District personnel, vendors and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Develop and prepare the annual budget for the Purchasing Department and the Instructional Material System Department; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District; assist with District budget development and projections. *E*

Make presentations to the Board as necessary regarding plans, projects and needs in assigned areas of responsibilities. *E*

Oversee the disposal of District personal property according to established guidelines. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or related field and five years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; Certified Purchasing Manager (CPM).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Purchasing and IMS functions of the District.

Methods, practices and procedures of purchasing.

Sources of supply, commodity markets, marketing practices and commodity pricing methods and differentials.

Warehousing procedures, material handling, inventory control and delivery.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of management.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer to enter data, maintain records and generate reports.

Accurate record-keeping techniques.

Labor Relations law and employee contracts.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Interpret market prices and trends.

Plan and schedule buying activities for greatest efficiency and service.

Communicate, understand and follow both oral and written directions.

Work collaboratively and build positive relationships with a diverse group of stakeholders.

Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).

Analyze situations accurately and adopt an effective course of action.

Plan, prioritize and organize work to meet schedules and time lines.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

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; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read bids, quotes and related documents; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; sitting or standing for extended periods of time.

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

E=Essential Functions