

## Union Public Schools Job Description

**Position Title:** Director of Purchasing and Supply Management  
**Department:** Purchasing  
**Reports To:** Assistant Superintendent for Support Services

**FLSA Designation:** Exempt

**SUMMARY:** Directs and coordinates the District's purchases of supplies, equipment and services within board and statutory requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Directs and coordinates the District's purchases of supplies, equipment and services within board and statutory parameters.
- Develops and maintains written purchasing procedures and controls to ensure compliance with board policy and state laws and regulations.
- Develops, implements and maintains a vendor application process identifying responsible vendors.
- Develops and maintains a master bidder's list to ensure a full and competitive opportunity is given to all responsible bidders.
- Resolves complex or difficult issues concerning price, terms or delivery dates.
- Evaluates vendors' performance and takes actions to assure they meet the District's performance standards.
- Maintains business-like relationships with vendors.
- Analyzes and interprets market and delivery conditions to determine present and future product availability, prices and standards.
- Expedites orders when necessary.
- Researches and administers annual service and maintenance contracts for school and office equipment and coordinates activities of service and repair contractors.
- Prepares, issues, evaluates and recommends award of bids and quotations.
- Arranges for disposal of surplus property as needed.
- Confers with school personnel, department heads and technical personnel to determine the quality and utility requirement of their product and service needs.
- Arranges lease and maintenance agreements and coordinates service and repair contractors' activities.
- Works with various software applications, entering and retrieving data as needed.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.
- Supervises warehouse and distribution center operations

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees and carries out supervisory responsibilities in accordance with the District's policies.

**QUALIFICATION REQUIREMENTS:** *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 in business, accounting, finance, communications or related areas and four years of experience in purchasing, materials management, or in a closely related field. Additional related work experience may be substituted on a year-for-year basis for the formal education requirement.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Certified Professional Buyer's certificate or Purchasing Manager's certificate preferred.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulation. Ability to write reports, business correspondence, memos, policies and procedures manuals. Ability to effectively present information and respond to questions from teachers, administrators, staff and the general public and to negotiate with vendors.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to operate a personal computer. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with teachers, administrators, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of education policies.

**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 and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and color vision.

**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.*

The noise level in the work environment is usually very quiet.