

ASSISTANT PURCHASING MANAGER

DEFINITION

Under the general direction of the Administrative Director of Business Services and the Purchasing Manager, assists with the coordination, planning, organization of purchasing for the District; performs specialized and technical duties in the ordering of materials, supplies and equipment; assists with the supervision of clerical staff in the Purchasing Department and Warehouse Department; supervises Purchasing and Warehouse Departments in the absence of the Purchasing Manager.

DISTINGUISHING CHARACTERISTICS

This position is characterized by having responsibility for the full purchasing cycle, including preparation of complete bid packages, assistance with specifications, and supervision of staff in the Purchasing and Warehouse Departments.

OCCUPATIONAL GROUP

Classified (Management)

EXAMPLES OF DUTIES

1. Prepares and receives formal bid in assigned categories utilizing the computer; tabulates and recommends award of bids; prepares and distributes addenda when specifications are changed. **(E)**
2. Supervises staff in the Purchasing Department; distributes work to appropriate clerical staff. **(E)**
3. Evaluates prices received by telephone, fax or other correspondence to determine the best use of public funds. **(E)**
4. Initiates meetings with vendors to review product demonstrations; evaluates products and determines best fit for District's needs and budget limitations.
5. Maintains contact with vendors to obtain comprehensive information about sources of supplies, materials and services, current prices, availability and market trends, assistance in preparing bid specifications. **(E)**
6. Assists with the preparation of formal and informal bid and quotation documents. **(E)**
7. Assists with the evaluation of staff assigned to the Purchasing and Warehouse Departments. **(E)**

8. Participates in the establishment of standards for supplies and equipment as they relate to District programs and the various departments. **(E)**
9. Works with accounts payable to contact vendors regarding discrepancies in invoices, statements, or deliveries. **(E)**
10. Assists with updating and maintaining the District Warehouse Supply Catalog and Pricing Guide. **(E)**
11. Coordinates technology-related purchases. **(E)**
12. Advises regarding updating purchasing procedures. **(E)**
13. Prepares and presents reports to Senior Administration and/or the Board of Education as needed. **(E)**
14. Performs other duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Purchasing principles, practices and terminology, inventory control, and warehousing methods and practices;
- Public procurement and public contract code;
- Education code provisions regarding school district purchasing policies and procedures;
- Types and sources of supplies, materials, and equipment commonly used in school districts;
- Methods of preparing and interpreting standard lists and organizing computer generated reports;
- Methods to prepare maintenance and lease agreements;
- Market practice and trends;
- Modern office practices, procedures, and equipment including computer technology;
- Principles of public relations and management techniques, including planning, organizing, directing, coordinating, analyzing and budgeting;
- Computers and related software;
- Bookkeeping and accounting practices;
- Proper grammar, spelling and punctuation;
- Basic research methods.

Ability to:

- Exercise sound judgment in the purchase of a variety of materials, supplies and equipment;
- Understand and apply applicable laws, rules and regulations and carry out directives;
- Supervise, evaluate and mentor employees;
- Audit and advise regarding the purchase order process;
- Develop computerized spreadsheets;
- Prepare clear and concise specifications and reports delineating critical differences in requirements;
- Operate a variety of equipment including a computer terminal and printer, typewriter, calculator, copier and fax machine;
- Establish and maintain cooperative working relationships with the public, vendors, and District employees;
- Exercise tact, patience, courage, discretion, and confidentiality during the course of work;
- Train and provide direction to clerical staff;
- Develop and maintain accurate records and reports;
- Make arithmetic calculations quickly and accurately;
- Work with minimal direction;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize work to meet schedules and timelines;
- Drive a personal or District vehicle to perform duties as necessary;
- Be insured at standard vehicle liability and property damage insurance rates, and maintain insurability.

EDUCATION

Completion of a Bachelor's Degree from an accredited university or college with major course work in Business Administration, Purchasing, Accounting, Finance or a related field.

EXPERIENCE

Three years of recent full-time experience in purchasing a variety of equipment and supplies for a public agency, including technology-related purchases for a school district or other public institution. Experience must include at least one year's supervision of Purchasing and/or Warehouse Staff.