

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**SUPERVISOR, PURCHASING**

**DEFINITION**

Under direction of the Executive Director, Contracts and Purchasing, the Supervisor, Purchasing supports the educational programs of the District by supervising and coordinating the day-to-day operations of purchasing activities ensuring compliance to pertinent State and local codes, rules and regulations.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Organize, coordinate and manage purchasing operations and activities, including purchasing of supplies, books, food and equipment and arranging, negotiating, drafting and executing consultant services agreements.
2. Facilitate and prepare bid documents and requests for proposals and quotations for qualifications process. Work with administrators, staff and outside vendors, consultants or other entities as needed to obtain specifications. Supervise and assist in evaluation and review of documents.
3. Supervise and assist Purchasing staff with coordinating bid opening and analysis of bids, providing contractor and vendor award recommendations to the Executive 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.
4. Oversee and participate in development and maintenance of vendor information; review for pricing, quality and timeliness of vendor services.
5. Supervise and evaluate assigned personnel.
6. Coordinate and conduct training activities.
7. Assist in developing and preparing the annual preliminary budget for the Purchasing Department; analyze the review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
8. Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action; participate in developing policies, procedures and long and short-term programs to assure an economical, safe and efficient work environment.
9. Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, file and reports related to purchasing activities and personnel and other assigned duties; analyze data and submit report for Board of Trustees approval as directed.
10. Communicate with District staff and various outside agencies to exchange information and resolve issues or concerns; contact other departments to ensure communication.
11. Conduct a variety of meetings as assigned.
12. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

## **QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; 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; computerized purchasing methods; bid specifications, contract preparation, specification requirements and price negotiation procedures; contractors, sources of supply, vendors, commodity markets, marketing practices and commodity pricing methods; technical aspects of researching, comparing and purchasing services, supplies and equipment.

**Ability to:** Supervise, lead and direct the functions and activities of a Purchasing Department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; 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; operate a computer and related assigned software; prepare and deliver oral presentations; compile and verify data and prepare reports; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Graduation from high school or equivalent.

**Experience:** Four years of experience in purchasing activities including one year of lead or supervisory experience.