

TEMPLE CITY UNIFIED SCHOOL DISTRICT

PURCHASING SUPERVISOR

SUMMARY:

The Purchasing Supervisor plans and organizes the purchasing and warehousing functions of the District, including inventory control. The Purchasing Supervisor communicates with outside vendors and agencies and makes fiscally sound decisions on District purchases under the direction of the Chief Business Official.

DEGREE OF SUPERVISION:

The Purchasing Supervisor is under general supervision of the Chief Business Official. Performance evaluations are done on a bi-annual basis by the Chief Business Official.

DUTIES AND TASKS: *(All tasks are essential functions unless noted with an S)*

1. Department Management:

- A. Supervises the activities, operations and organization of the purchasing and warehousing department;
- B. Coordinates purchasing activities, establishes open purchase orders, purchases supplies and equipment;
- C. Evaluates and meets with vendors, plans and recommends purchases of equipment and supplies, and maintains vendor files;
- D. Assists the CBO in preparing bid specifications and bid; evaluates bids and makes recommendations for awards;
- E. Oversees department budget and monitors District spending of goods and services;
- F. Supervises the activities of the warehouse, assures deliveries are made in a timely manner, and maintains an effective supply inventory management system;
- G. Prepares purchasing/warehouse items for the Board agenda for Board approval;
- H. Assists with and arranges for repairs of District equipment.

2. Legal Responsibilities and District expectations:

- A. Keeps current and adheres to all applicable laws, codes, regulations, policies and procedures;
- B. Evaluates the performance of Purchasing-Warehouse staff;
- C. Recommends intervention or corrections of health and safety issues when necessary;
- D. Participates as a member of the District Leadership Team.

3. Other Duties as Assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of:

- A. Functions, methods, practices and procedures of purchasing and warehouse management;
- B. Warehousing procedures, material handling, inventory control and delivery;
- C. Environmental, health and safety issues related to the acquisition of goods and services;
- D. Sources of supply, commodity markets, marketing practices and commodity pricing methods and differentials;
- E. Budget development and control;
- F. Basic principles of supervision and training.

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2. Skills and Abilities:

- A. Plan and organize the purchasing and warehousing department of the District;
- B. Communicate effectively both orally and in writing;
- C. Interpret, apply and explain rules, regulation, policies and procedures;
- D. Establish and maintain cooperative and effective working relationships with others;
- E. Basic accounting practices including budget development and implementation.
- F. Operate a computer; proficiency in Microsoft Word, Excel and Outlook;
- G. Work independently with little direction;
- H. Maintain reports and files related to assigned activities.

3. General knowledge of principles of personnel supervision and management.(S)

QUALIFICATIONS:

Education:

- High school graduation or the equivalent, supplemented by courses in accounting, finance, economic and purchasing.

OR

- Bachelor's Degree in accounting, finance, marketing or other related field.

Experience:

- Three years of responsible experience in purchasing or related activities, including at least one year in public or school purchasing, **or** two years in a school district business office.

Other Requirements:

- Tuberculosis screening and clearance every four years;
- Possession of a valid California Drivers' License
- Fork lift certification.

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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to** sit/stand for extended periods of time; communicate so that others can clearly understand normal conversation; see for the purpose of reading or observing; reach in all directions; have dexterity of hands and fingers to operate a computer keyboard. The employee is **occasionally required to** drive and operate a fork lift.

The employee is **frequently required to** lift and/or carry objects up to 30 pounds in weight and bend, twist, stoop, or kneel.

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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.

While performing the duties of this job, the employee is regularly required to: work in an office/warehouse environment with moderate noise levels.

SALARY RANGE: 43