

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Purchasing Services Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	048 AASD Supervisors'
REVISED:	October 28, 2002		

BASIC FUNCTION:

Supervise a staff of buyers responsible for district-wide purchasing activities; perform the more difficult purchasing activities; supervise the Procurement section functions.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. 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.

E = Essential Functions

Plan, schedule, assign, and supervise the work of buying staff engaged in purchasing school supplies, books, materials, equipment, and designated services. **E**

Plan and establish procedures and controls to conform with applicable laws and regulations and good purchasing techniques. **E**

Coordinate the preparation of bid specifications, contracts, and leases involving large dollar outlays. **E**

Keep informed of current legislation on purchasing requirements by school districts. **E**

Assist in analyzing bids and award recommendations and prepare bid reports. **E**

Establish and maintain continuous market investigation, adequate supply sources, and proper vendor relations. **E**

Supervise the preparation, updating, and maintenance of buying specifications and the assignment of vendor codes. **E**

Develop cooperative purchasing contracts with other governmental agencies and arrange for the purchase of government surplus. **E**

Prepare or supervise the preparation of department activities reports. **E**

Assist other district staff by providing technical information and price estimates on goods and services. **E**

Select, train, and evaluate the performance of assigned staff. **E**

Recommend revision of operations and policies in response to change in education and business activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in public or business administration and four years of directly related quantity buying experience, one year of which must have been in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods, procedures, and practices.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Apply pertinent laws, regulations, and procedures in quantity buying.
Communicate effectively orally and in writing.
Assume responsibility and make independent judgments.
Establish and maintain effective working relationships with others.
Operate standard office equipment including microcomputers and related software applications.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Train, supervise, and evaluate performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 7125

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