

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Manager, Purchasing Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1955	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Purchasing Services	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Chief Business Officer	<b>BOARD APPROVAL:</b>	08-21-00
		<b>BOARD REVISION:</b>	06-23-09 06-22-10

**BASIC FUNCTION:**

Plan, organize, control, and manage the daily operations and assigned functions of the Purchasing Services of the district; direct the procurement, storage, and issuance of supplies, materials, and equipment; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)**

Plan, organize, control, and manage a variety of programs, projects, and activities related to the purchasing, functions of the district. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions; assist in the formulation, development, and communication of department policies, procedures, and programs in accordance with state and federal laws and regulations; advise assigned supervisor of unusual trends or problems, and recommend appropriate corrective action. **E**

Develop, implement, and update internal purchasing procedures and processes to assure smooth and efficient delivery of services, encourage effective and efficient management controls, and compliance with laws, policies, and regulations. **E**

Supervise the receipt, examination, and approval of requisitions for district supplies and equipment; monitor selection of warehouse stock items to assure that products comply with state and federal requirements. **E**

Establish the best sources of supply and the development of a responsible bidder list. **E**

Supervise the maintenance of a vendor catalog file and the district's fixed assets. **E**

Prepare specifications for advertised bids, analyze bids received, and prepare agenda items recommending award of contracts to Board of Education. **E**

Supervise the maintenance of records providing current information on purchases completed, purchases in process, and sources of supply for each warehouse stock item. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services. **E**

Develop and prepare the annual budget for Purchasing Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; develop training programs for assigned staff. **E**

Direct the preparation and maintenance of narrative and statistical reports, records, files, and correspondence related to assigned activities and personnel; operate a computer. **E**

Provide assistance to district staff in obtaining equipment and supply information, specifications, catalogs, and assistance from vendor sales staff if needed. **E**

Provide for maintenance of purchasing equipment and vehicles; plan for replacements as needed; coordinate surplus property disposal activities. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism; meet with salespersons and vendors about details of purchasing operations, such as types of material required, specifications, bids and quotations, and complaints; analyze prices and market trends. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and three years increasingly responsible supervisory experience in a purchasing environment.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization, control, and management of the purchasing services of the district.

Methods, practices, and procedures of purchasing.

Sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Operation of a computer and related software.

##### **ABILITY TO:**

Plan, organize, control, and manage the purchasing services of the district.

Interpret market prices and trends.

Plan and schedule buying activities for greatest efficiency and service.

Oversee and approve district-wide and site purchases and purchase orders.

Prepare bids, specifications, and related documents.

Establish and maintain effective working relationships with staff, parents, and public.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Communicate effectively both orally and in writing.  
 Interpret, apply, and explain rules, regulations, policies, and procedures.  
 Analyze situations accurately, and adopt an effective course of action.  
 Operate a computer and related software.  
 Meet schedules and timelines.  
 Evaluate and organize work according to specific deliverables.  
 Prepare comprehensive narrative and statistical reports.  
 Supervise and evaluate the performance of assigned staff.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

*(Former: Manager III, Purchasing and Warehouse Services)*

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.

**APPROVALS:**

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Robert R. Garcia, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date