

*Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes.*

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PURCHASING SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Director of Fiscal Services, plan, coordinate, organize, direct and control the purchasing, warehouse, reprographics and mailroom operations of the District; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, coordinate, direct, supervise and control the purchase, receipt, storage, and distribution of products, supplies, services and equipment in accordance with established District purchasing policies; assure compliance with legal requirements of the State and the federal government codes.

Issues purchase orders using the online system, for the purpose of completing purchasing processes in accordance with established procedures.

Direct reprographics and mailroom operations; oversee the distribution of District forms; assure forms are in final form prior to printing.

Participate in the development of commodity standards and specifications; recommend improved procurement policies; plan and implement automated record-keeping, reporting and related controls; establish commodity standards committees.

Direct the methods of receipt, storage and issuance of standard stock at the District Warehouse and the distribution operations; order supplies through quotations and bid processes as appropriate; utilize the Internet to purchase office supplies and train others in related procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Establish dates for legal advertisement of bids, publicly open bids and present to interested bidders; analyze bids for compliance with specifications, value and recommendation of award; assure completeness, correctness and clarity of bid specifications; write complex bid specifications.

Prepare and process documentation for construction and capital outlay bid packets.

Develop and implement departmental regulations, forms and procedures for efficient and effective purchasing and warehouse operations and workflow; review and evaluate work products, methods and procedures.

**Adopted by the Board on October 11, 2022**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Support sites and departments by communicating with other administrators, personnel and outside organizations to coordinate purchasing and vendor related activities, meetings, demonstrations, and programs; resolve issues and conflicts; and exchange information.

Assist the Assistant Director of Fiscal Services with various miscellaneous projects and assignments relative to the operations of the business department.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various locations as needed.

Attend Board and other meetings as assigned and make presentations; serve on assigned committees; prepare Board agenda items; maintain current knowledge of and interpret legal codes and advise District staff on contract law and applications.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the purchasing, warehouse, reprographic, and mailroom functions of the District.

Principles, methods, practices and procedures of purchasing and warehouse.

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

Equipment, materials and supplies utilized in a school district.

Warehousing procedures, material handling, inventory control and distribution.

Fixed asset control.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Report preparation techniques.

Public speaking techniques.

**ABILITY TO:**

Plan, organize and administer the purchasing, warehouse, reprographics and mailroom functions of the District.

Prepare clear specifications in accordance with established procedures and format.

Supervise and evaluate the performance of assigned staff.

Interpret market prices and trends.

Plan and schedule buying activities for greatest efficiency and service.  
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.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Prepare and present oral reports.

**EDUCATION AND EXPERIENCE:**

Experience and Education: Three years of experience in the field of Purchasing, including one year of supervisory experience. AA Degree desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.