

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - PURCHASING AND COMMUNICATION SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent-Administrative Services, plan, organize and direct the daily operations of the purchasing and print shop functions; assure that District purchases are made in accordance with applicable laws, codes and policies; train, assign and supervise the work of assigned personnel; perform all related duties as District Safety Coordinator.

REPRESENTATIVE DUTIES:

Plan, organize and direct the daily operations of the purchasing and print shop functions; review and assure that District purchases are made in accordance with applicable laws, codes and policies. **E**

Review requisitions and determine proper sources of supply; delegate buying assignments, monitor legal bid regulations and adherence to all applicable laws; conduct bid openings and award or recommend awarding of purchase contracts; review and approve purchase orders. **E**

Monitor, review and administer the District Revolving Cash Fund, procedures and requests for reimbursement. **E**

Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist District schools and departments with large purchase or service requests. **E**

Administer, monitor and approve District contracts for Legal bid Purchases and Services within established State guidelines and Board policies. **E**

Monitor all Public Work contract bids and projects; attend job walks and bidder conferences. Provide and maintain information on regulations, policies and procedures. **E**

Coordinate, monitor white paper recycling program throughout District schools and departments; plan, recommend, organize, monitor and review a full District self contained and supported recycling program that includes all forms of rubbish and no hazardous waste; provide in-service training to District personnel in recycling program, policies, and procedures. **E**

Coordinate, review and monitor the District hazardous waste disposal program and services in conjunction with the Director – Facilities/Operations. **E**

Administer, monitor, and coordinate the District's safety program; assure compliance with State and District regulations and policies; coordinate all safety plans; monitor and review all District employee safety complaints; provide, coordinate, and conduct all in-service training in safety areas in and around the workplace. **E**

Assist, monitor, and review adherence to all Environmental Safety regulations, laws, and policies. **E**

Coordinate, approve, and monitor and telephone service requests for new and existing service. **E**

Confer with regulatory agencies and legal counsel related to labor compliance issues. **E**

Analyze and generate proposals related to mandates/legislation for Superintendent's Cabinet and Board of Education. **E**

Coordinate Erate; attend annual training sessions; report on FCC telecommunication discount services program. **E**

Maintain and review HAZMAT waste; first responder certified; attend annual training; CAL/OSHA District representative contact for site violations. **E**

Maintain and review all information related to source documents, manifests and disposal information for all hazardous waste. **E**

Oversee the timely reproduction and distribution of instructional and administrative materials produced in the print shop; assure that user departments are efficiently and effectively served. **E**

Monitor and review print shop performance schedules, equipment repairs. **E**

Perform product research, testing, and evaluation to determine best buy for price and satisfaction of purchase specifications; perform and follow up on special projects and research as assigned by the Director. **E**

Monitor the District warehouse stock inventory levels, products, and inventory movement trends; recommend stock reduction and build-up plans that will maximize the District's assets and spending. **E**

Train, assign, and evaluate the performance of assigned personnel; develop, coordinate, and conduct in-service training to District personnel on laws, regulations, and District policies and procedures related to purchasing; communicate with District administrators to resolve issues and improve the purchasing function. **E**

Review and evaluate purchasing methods, assignments, policies, and procedures to increase efficiency and effectiveness of District purchasing operations; coordinate the enhancement of automated systems. **E**

Investigate and develop new sources of supply; interview vendors regarding new or improved products, sources of supply, and specifications. **E**

Coordinate and communicate with Information Technologies, Accounting, and other departments regarding the purchasing function. **E**

Assure maintenance of current and adequate bidder lists and vendor files; assure timely and accurate production of reports and annual purchasing calendar; assure proper maintenance of files in accordance with established record retention policies. **E**

Maintain current knowledge of legal requirements, State regulations, and Board of Education directives; communicate to appropriate personnel and implement procedural changes as needed. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Governmental purchasing principles and practices, material and equipment commonly used in a large school district.

Sources of supply, general business conditions and specific commodity trends related to school district purchasing.

Writing skills to prepare clear concise specifications and reports.

Purchasing and print shop terminology and practices.

Information Technologies applications and systems.

Policies and objectives of purchasing program and activities.

Applicable sections of State Education Code and other pertinent laws, rules and regulations.

Governmental regulations and procedures applicable to safety in the workplace, hazardous material control, disposal, and communications.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervision and training.

Oral and written communication skills.

ABILITY TO:

Plan, organize and direct day-to-day activities of the District's purchasing and print shop functions.

Interpret and apply laws, rules and regulations affecting District purchasing operations.

Prepare and write complex formal bid specifications.

Recommend new or revised purchasing procedures.

Train, supervise, and evaluate personnel.

Prepare and present oral specifications and reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, purchasing or related field and two years increasingly responsible government purchasing experience including one year in a computerized purchasing environment.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds.