



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

AGENT: PURCHASING SERVICES

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, organize, coordinate and supervise the District warehouse, purchasing and printing functions and activities; serve as a resource to District personnel regarding material, supplies and equipment; serve as a liaison between the District and various commodity vendors and manufacturers' representatives; perform other job-related duties as assigned and/or required.

ESSENTIAL DUTIES:

- Plan, organize and supervise the printing, buying and related purchasing functions.
- Plan, organize, develop and implement procedures and guidelines relative the warehousing and distribution of goods, supplies, material, equipment.
- Review, monitor and evaluate requisitions for supplies, materials, equipment and services to ensure that specification standards are observed.
- Assist, counsel and advise various District personnel related to printing operational processes, buying standards, commodity supply sources and purchasing procurement timelines.
- Obtain quotations and data pertaining to the procurement of commodities and services.
- Prepare bid specifications for commodities and services.
- Review and analyze bid data.
- Prepare reports.
- Recommend the selection and awarding of bids.
- Organize, coordinate and direct buying and purchasing activities to ensure prompt delivery, correction of vendor shortages and damage, and the maintenance of quality control procedures.
- Review and evaluate warehouse equipment to determine replacement needs, and projected equipment needs to ensure high quality print and production standards.
- Review and evaluate inventory control records to ensure that the warehouse and printing facility are appropriately stocked.
- Plan, organize, establish and maintain contract service files and records, vendor files and a supply and commodity catalogue library.
- Plan, organize, schedule and evaluate the performance of the purchasing, warehouse and printing personnel.
- Plan, develop and conduct personnel orientation and in-service training programs.
- Prepare a variety of management reports.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods and techniques of the purchase of supplies.
- Materials and equipment required for an educational organization.
- Sources of commodities, supplies and general marketing trends.
- Financial, inventory control, printing and purchasing record maintenance systems.
- Organization, coordination and supervision techniques.
- Standard purchasing terminology.
- Specification development and bidding procedures.

ABILITY TO:

- Interpret and apply legal mandates, rules, regulations and District policy pertaining to purchasing.

- Analyze and evaluate commodity and service pricing and availability trends.
- Make mathematical calculations with speed and accuracy.
- Establish and maintain a variety of specialized technical and complex files, catalogues and records.
- Effectively operate a micro-computer and use appropriate software applications.
- Communicate effectively in oral and written form, utilizing a specialized and technical format.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

A Bachelor's degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field.

EXPERIENCE:

Five years of paid experience involving purchasing functions, including two years in a lead or supervisor capacity.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Experience working in a public agency or educational agency is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 40 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time; but may walk or stand for brief periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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**AN EQUAL OPPORTUNITY EMPLOYER
 RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**