

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Director of Purchasing/Warehouse (M30)**Job Family: 1****Department:** Purchasing, Central Warehouse and Fixed Assets**Lane Placement:** Z4**Supervisor's Title:** Business Administrator**Contract:** 242 days**FLSA Classification:** Exempt**Hours per day:** 8**Original date:** 04/85 **Revised:** 03/92 **Revised:** 02/12 **Revised:** 07/25**GENERAL FUNCTION**

The **Director of Purchasing/Warehouse** is responsible for the operation of the Purchasing, Warehouse and Fixed Asset Departments in all matters relating to the purchasing and procurement of equipment, supplies and services as outlined in the District Policy Manual.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Serve as the Chief Procurement Officer as defined by Utah Code.
- Provide direction, leadership and coordination in the management of the Purchasing Department and operation of the Warehouse and Fixed Assets Departments.
- Oversee the procurement of equipment, materials and supplies for all District facilities.
- Responsible for updating the District's procurement policy to comply with Utah Code.
- Insure that requisition and purchase order procedures are legally, effectively and efficiently administered and that District employees follow the purchasing guidelines.
- Develop, implement, and evaluate short and long-range planning procedures and systems for the Purchasing, Warehouse and Fixed Assets Departments.
- Assure that the Purchasing Department is constantly aware of changes and/or improvements made in supplies and equipment used in the District and that the interests of the District are the prime focus of all transactions.
- Support the development and implementation of policies and procedures to provide security for facilities and property.
- Insure the implementation of Board of Education (BOE) goals, policies and guidelines related to the procurement process.
- Prepare and present reports and recommendations to the BOE.
- Assign, supervise and evaluate Purchasing, Warehouse, and Fixed Assets personnel.
- Assist the Human Resources Department with the interpretation of personnel policies, salary, and other benefits for personnel of the Purchasing, Warehouse and Fixed Assets Departments.
- Coordinate the sale of obsolete/surplus furniture and equipment with the Business Administrator.
- Respond to inquiries from the media or general public for information relative to the Purchasing, Warehouse and Fixed Assets Departments.
- Serve as Chairman of the Purchasing Committee and Instructional Supply Advisory Board.
- Represent the District at appropriate local, state and national meetings.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's degree in business or related field plus six to ten years of successful job related work experience or an equivalent combination of education and experience. Two of these years of experience must be representing a government agency in public procurement.
- Requires two years of successful supervisory experience.
- Requires a strong knowledge of Utah public procurement laws and regulations.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from the BOE, principals, directors, administration, employees or the general public.
- Demonstrated understanding in computer programs (e.g. word processing, spreadsheets, data bases, etc.).
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, submit and implement a budget.
- Requires a valid Utah Driver License.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment
- Operates District or personal vehicle for occasional inter-District or local travel.

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten (10) pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pickup and hold. Uses eyes, ears and voice for communication.
- Primarily an office environment. Some stress may occur from meeting the various deadlines associated with the position. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.