



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Purchasing Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Business Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 73

BASIC FUNCTION:

Plan, coordinate and oversee the daily activities and operations of the Purchasing Department; oversee the public works bidding and documentation control process; coordinate and perform surplus disposal and fixed asset tracking and documentation; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, coordinate and oversee the daily activities and operations of the Purchasing Department; assure compliance with applicable laws, codes, rules and regulations
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Review purchasing transactions and requisitions for equipment, supplies and materials; verify account codes; determine vendor and price as necessary; supervise and monitor the processing, printing and distribution of purchase orders; review, approve and process requisitions
- Oversee the public works bidding and documentation control process; approve and sign construction contracts according to established guidelines
- Coordinate and perform surplus disposal and fixed asset tracking and documentation
- Obtain and study comparative prices and quotations; develop and vendor lists; initiate contact with vendors relative to supply and equipment availability; purchase supplies, materials and equipment
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; research and prepare a variety of special projects as requested
- Provide information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of processes, policies, procedures and programs; make recommendations to appropriate personnel regarding software development and enhancements

- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as a technical resource and resolve issues regarding product sourcing, safety, discrepancies, accounting payable issues, fixed asset, surplus disposal and public works bidding processes
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various locations as needed
- Attend various meetings as assigned and make presentations; serve on assigned user groups or committees; maintain current knowledge of and interpret applicable laws, codes, rules and regulations
- Supervise and provide back-up for USPS mail processing activities
- Participate in the preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and supervision of the Purchasing Department

Principles, methods, practices and procedures of purchasing

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

Automated and manual record-keeping practices

Budget preparation and control

Oral and written communication skills

Principles and practices of 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

ABILITY TO:

Plan, coordinate and oversee the daily activities and operations of the Purchasing Department

Oversee the public works bidding and documentation control process

Coordinate and perform surplus disposal and fixed asset tracking and documentation

Train and evaluate the performance of assigned personnel

Interpret market prices and trends

Revise and adopt work procedures and software systems to meeting changing needs

Plan and schedule buying activities for greatest efficiency and service

Communicate effectively both orally and in writing

Interpret, apply and explain laws, rules, regulations, policies and procedures

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and five years of increasingly responsible experience in purchasing operations

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person or on the telephone

Seeing to read a variety of materials

Sitting for extended periods of time