



Job Title: **Director of Purchasing**

Department: **Purchasing**

Supervisor: **Business Services Administrator**

Lane Placement: **Administrator Lane 6**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Director of Purchasing is responsible for the operation of the Purchasing, Warehouse and inventory control functions and activities of the District; oversee District-wide and site purchases and purchase orders issued by Food Service, Facilities and Transportation; supervise and evaluate the performance of assigned staff.

## **ESSENTIAL FUNCTIONS**

- Any combination equivalent to: bachelor's degree in business administration, economics or related field and five years responsible purchasing experience including bid preparation, with at least three (3) years experience in a supervisory capacity.
- Planning, organization and direction of the purchasing, warehouse and inventory control functions of the District.
- Applicable laws, codes, regulations, policies and procedures.
- Business management.
- Warehousing, inventory and materials control.
- Health and safety rules and regulations.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Plan, organize, control and direct the Purchasing, Warehouse and inventory control functions and activities of the District.
- Oversee and approve District-wide and site purchases and purchase orders.
- Prepare bids, specifications and related documents.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- 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.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.
- Predictable and reliable attendance.

**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 employee assigned to this position.
- 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 machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Five (5) years responsible purchasing experience including bid preparation, with at least three (3) years experience in a supervisory capacity.

**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.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, 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*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019