

TITLE: ASSISTANT DIRECTOR – STORES & PURCHASING

QUALIFICATIONS:

1. Experience at responsible level in methods, practices and procedures of purchasing
2. Bachelor's degree in business or five years equivalent experience desirable
3. Knowledge of practices and terminology used in purchasing, warehousing and delivery of supplies and equipment necessary for operation of District's schools and departments
4. School district purchasing experience preferred
5. Ability to communicate effectively both orally and in writing
6. Ability to coordinate and supervise the work of several groups

FUNCTION: To maintain overall responsibility for efficient operation of Department of Stores and Purchasing Services

REPORTS TO: Administrator as Assigned

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Maintains daily operation of Stores and Purchasing and coordinates methods, practices and procedures of purchasing
2. Oversees services for warehousing and delivery of supplies, materials, equipment and mail
3. Oversees reprographic services
4. Supervises textbook purchasing
5. Supervises custodial activities and building security of Education Center
6. Negotiates maintenance agreements with competent commercial firms
7. Purchases new equipment as needed
8. Conducts evaluations of prospective new supplies, equipment and services
9. Coordinates the disposal of fixed assets
10. Recommends changes in procedures to Director IV – Stores & Purchasing

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, class 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable