

TITLE: DIRECTOR IV - STORES AND PURCHASING

QUALIFICATIONS:

1. College degree in business preferred or equivalent knowledge and experience in methods, practices and procedures of purchasing
2. Knowledge of practices used in purchasing, warehousing and delivery of supplies, food and equipment necessary for operation of District's schools and departments

REPORTS TO: Assistant Superintendent - Administrative Services

SUPERVISES: All personnel assigned to Department of Stores and Purchasing Services

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

RESPONSIBILITY:

1. Establishes specifications for and supervises purchasing of materials, supplies and equipment for District
2. Operates services for warehousing and delivery of supplies, materials, equipment and mail
3. Directs duplicating of printed material for offices and schools
4. Directs maintenance, repair and replacement of educational and office equipment
5. Supervises custodial activities and building security of Education Center
6. Monitors district facilities for compliance of requirements of Section 504 of the Rehabilitation Act of 1973 (PL93-112)

AUTHORITY:

1. Directs all purchasing for District
2. Provides for warehouse and delivery system
3. Approves requisitions for duplicating services
4. Approves repair requisitions and negotiates maintenance agreements with competent commercial firms; purchases new equipment as needed and approved
5. Provides a clean, healthful and safe environment
6. Serves as 504 compliance officer

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 27

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