

SUPERVISOR OF PURCHASING AND ACCOUNTS PAYABLE

DEFINITION

Plans, organizes and directs the activities of the purchasing/accounts payable/warehouse departments, including all acquisition, receipt, storage and distribution of materials, payment of all District purchase orders and invoices, district mail distribution, fixed asset inventory system and provides support to all district departments and schools. Under general direction of the Director of Accounting and Budget, prepares specifications and advertising for bids, supervises and evaluates the performance of assigned personnel. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a Classified Management position requiring supervisory skills, exceptional organizational abilities and the capability to effectively prioritize many tasks. The Supervisor of Purchasing and Accounts Payable works independently within the parameters of Laws, Regulations and Board Policy.

ESSENTIAL FUNCTIONS

Plans, organizes, controls and directs a variety of programs, projects and activities related to the Purchasing functions of the District including the procurement of supplies, materials, equipment and services.

Interprets and assures compliance with Governmental Purchasing and bidding laws.

Plans and supervises the work of the Accounts Payable unit engaged in the activities related to the payment of all district purchase orders and invoices. Reviews and verifies accounting data and reports prepared by subordinates and assists with more difficult problems; provides technical supervision to staff to ensure correct application of appropriate regulations, laws, and guidelines. Audits Accounts Payable batches prior to submission to County Office of Education.

Supervises and evaluates the performance of assigned staff, interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; plans coordinates and arranges for appropriate training of subordinates.

Prepares or directs the preparation of specifications, bids and quotations; prepares and coordinates public project bidding; analyzes bids or quotes and recommends awarding of various contracts.

Conducts inquiries, interviews vendors, and analyzes prices and market trends; negotiates purchase agreements and terms with vendors.

Creates agenda items, information items, and make presentations to the Board of Education as required. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files.

Directs the development and implementation of goals, policies and procedures related to the departments supervised.

Directs and maintains the equipment replacement program, fixed asset inventory, and disposal of surplus furniture and equipment system.

Develops and prepares the annual budget for the Purchasing/Accounts Payable/Warehouse Departments; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines; assists with District budget development and projections.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Standard practices and procedures of the purchase, inventory, warehousing and distribution of materials and equipment; fund accounting practices, applicable federal, state, local and school laws, regulations, policies and procedures, specifically, Public Contract Codes and the California School Accounting Manual; principles and methods of business administration, personnel, and management including techniques of budget development and administration; computer based accounting systems and procedures, modern office procedures, methods and equipment including typewriter, calculator, copier, computer and printer.

Ability to:

Establish and maintain effective work relationships with those contacted in the performance of assigned duties; understand and carry out complex oral and written instruction; apply pertinent school district policies, laws, rules, and governmental regulations to specific case; analyze and interpret fiscal records and documents and to prepare accurate and complete reports.

Education and Experience:

Any combination equivalent to: an associate degree in business or related field and three years increasingly responsible purchasing and supervisory experience. (Additional approved qualifying experience may be substituted for education on a year-for-year basis.)

Board approved: