

Supervisor of Purchasing/Warehouse

Qualifications:

1. B.S. degree in business and/or any equivalent combination of experience.
2. Knowledge of modern business practices. Familiarity with computer systems is desirable.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

Reports To: Superintendent or Designee

Supervises: Warehouse personnel

Performance Responsibilities:

1. Responsible for the direction and supervision of the following areas:
 - a. District purchasing
 - b. District warehousing, shipping and receiving.
2. Locate sources of supplies for District.
3. Study prospective suppliers, determining such factors as lead time, present market conditions, price, discounts offered and availability.
4. Process purchase requisitions, analyze for correctness of information.
5. Do all District bidding following policy and legal form.
6. Follow up on all orders to insure delivery.
7. Check deliveries against invoices.
8. Unpack items received and inspect for damage or defects. Verify accuracy of shipment.

9. Handle all correspondence concerning overshipments, delivery shortages, changes in descriptions, substitutes and invoice discrepancies.
10. Record details of transactions as per District procedures.
11. Responsibility for warehousing and distribution of suppliers and equipment.
12. Fill requisitions from items in stock.
13. Maintain perpetual inventory of items on hand.
14. Plans with Director of Staff Development and carries out in-service training activities for warehouse personnel.
15. Order additional supplies as needed.
16. Maintain warehouse in an orderly manner.
17. Maintain up-to-date files of standard specifications, vendor registers, bidders list, etc.
18. Constantly investigates new sources of materials and supplies, new trends in purchasing, standardizing of materials, and price reduction through more efficient and economical supplies or quality discounts.
19. Assist in the processing of bills following District procedures.
20. Upon receiving and checking the goods/services and the corresponding itemized invoices, the Director of Purchasing/Warehousing and/or the Business Manager will certify in writing that the invoice is just and correct. The Business Manager will then present the invoices to the Board for payment.
21. Performs such other tasks as may be assigned by the Assistant Superintendent or Superintendent.

Terms of Employment:

Twelve month year. Salary and work year to be established by the Board.

Evaluation:

Performance of the position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

Date of Adoption: February 12, 1985

Revised: January 12, 1988

Revised: June 10, 2008