CLASS TITLE: PURCHASING AND WAREHOUSE MANAGER

BASIC FUNCTION:

Plan, organize and direct operations and activities in purchasing and warehouse departments; organize, coordinate, evaluate and manage District-wide contract programs, services, operations and activities, including bid processing, contract negotiations and preparation and maintenance of records and reports; assure compliance to established guidelines, board policies and administrative regulations for purchasing and contracts, including District, State, Federal and other legal requirements; work collaboratively with the District to streamline processes, develop consistent purchasing practices, and facilitate purchasing activities; coordinate the warehousing functions, requisition processing, resources and communications to meet College needs; supervise and evaluate the performance of assigned personnel; and perform a variety of other technical tasks related to areas of assignment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct operations and activities involved in the purchasing of supplies, equipment and services for the College; assure timely and cost-effective delivery of goods and services; establish and maintain purchasing time lines, priorities, policies and procedures; assure purchasing activities comply with established laws, codes, regulations, policies and procedures.

Coordinate purchasing activities, communications and information between departments, vendors, contractors and others; respond to inquiries and provide technical information concerning purchasing activities, orders, bids, supplies, equipment, contracts, time lines, policies and procedures.

Coordinate activities to assure accurate and timely processing of purchase requisitions and information; direct and participate in the input of purchasing information into an assigned computer system; oversee the generating of purchase orders; review and authorize purchase orders as appropriate.

Responsible for managing purchasing and inventory modules in District’s enterprise resource planning software.

Review and evaluate requisitions to determine appropriate procurement method; research and evaluate contractors and sources of supply; confer and negotiate with vendors and contractors concerning price, specifications, product information, services, delivery, credit and other issues.
Coordinate the bidding process, warehousing functions, requisition processing, personnel, and communications to meet College needs and assure smooth and efficient purchasing activities; assure proper and timely resolution of purchasing issues, conflicts and discrepancies; recommend approval of contracts and terms and conditions.

Establish bidding time lines; write and assure completeness and clarity of bid specifications; obtain, compare and evaluate bids, quotations and proposals to determine cost-effectiveness and compliance with specifications; review and provide technical input concerning contracts.

Responsible for managing contracts, supplier negotiation, negotiation contract terms and conditions, supplier management and collaboration with internal District departments.

Order goods and services according to established policies and procedures; select vendors according to price effectiveness, product quality and vendor reliability; recommend bid awards and contracts; assure compliance with bid specifications and quotes.

Provide technical information and assistance to the district regarding purchasing activities, needs and issues; assist in the formulation and development of purchasing policies, procedures and programs.

Coordinate warehouse functions to assure timely receipt, inspection, processing, storage and issuing of goods and equipment; follow up on delayed shipments, discrepancies and damaged deliveries; coordinate, conduct and account for regular and periodic inventories of supplies and equipment. Oversee the input of a variety of inventory and other data into an assigned computer system to ensure inventory control.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to bids, purchase orders, inventory, personnel, vendors, requisitions, receipts, surplus equipment and assigned activities.

Direct and manage small district improvement projects, such as classroom or office remodels; office and building furniture relocations. Direct and manage District classroom and office furniture replacement process within assigned deadlines.

Develop and prepare the annual preliminary budget for purchasing and warehouse functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Communicate with personnel, administrators, vendors, contractors and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
Coordinate the identification, storage and disposal of surplus equipment for the College.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Management of operations and activities involved in the purchasing of supplies, equipment and services for the College.
Bid specifications, contract preparation, specification requirements and price negotiation procedures. Equipment, supplies and services utilized in a college district.
Contractors, sources of supply, vendors, commodity markets, marketing practices and commodity pricing methods.
Principles, methods, practices and procedures of purchasing, contract administration and warehouse activities.
Warehousing procedures, material handling, inventory control and distribution.
Technical aspects of researching, comparing and purchasing services, supplies and equipment.
Use and terminology of requisitions, purchase orders and other warehouse documents.
Inventory practices and procedures.
Applicable local, State and federal laws, codes, regulations, policies and procedures.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities. Principles and practices of supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize and direct operations and activities involved in the purchasing of supplies, equipment and services for the College.
Coordinate the bidding process, warehousing functions, requisition processing, personnel, resources and communications.
Supervise and evaluate the performance of assigned personnel.
Assure timely and cost-effective delivery of goods and services.
Receive, compare and evaluate bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.
Direct activities involved in the receipt, storage and distribution of supplies and equipment.

**Purchasing and Warehouse Manager**

Coordinate activities to assure accurate and timely processing of purchase requisitions and information.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines.

Work independently with little direction. Plan and organize work.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Analyze complex information related to purchasing and contracts.

Understand, interpret and apply a variety of laws, regulations and litigation concerning District contracts.

Perform duties in compliance with applicable College rules and regulations, policies and procedures.

**EDUCATION AND PAID EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in business administration, public administration, accounting or related field and four years increasingly responsible experience involving the purchase of supplies, services and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex materials.

Ability to remain in a stationary position for extended periods of time.

Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to, staff, students, and members of the community.