

**School District of Santa Rosa County
Job Description**

Director of Purchasing and Contract Administration

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| Reports to: Assistant Superintendent, Administrative Services | FLSA Status: Exempt |
| Department: Various | Prepared by: Human Resources |
| Date: February 20, 2020 | Job Code: 11010 |
| | Range: 28 |

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Responsible for purchasing and property control as well as custodial, food service, transportation and other contracted functions.
- Supervises contracted custodial manager. Inspects schools and administrative sites to ensure buildings and grounds are properly cleaned and well maintained. Supervises all custodial personnel;
- Supervises contracted food services director. Acts as School Food Authority for district. Signature authority for district's USDA National School Program. Inspects kitchens and food service staff for compliance with national, state and local regulations. Performs annual National School Lunch Program On-Site School Reviews. Supervises all food service personnel;
- Supervises contracted transportation director. Ensures all federal, state and local transportation regulations are met. Supervises all transportation personnel;
- Purchases by competitive bidding, informal quotations and negotiation, items of supplies, services and equipment necessary for operation of School district; supervises purchasing office, warehouse, textbook depository, surplus warehouse, property control, courier services and other related functions;
Studies price trends, business and market and conditions;
- Reports to the School Board at regularly scheduled meetings. Prepares periodic board reports relating to areas of responsibility;
- Performs related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Administrative Services

Supervision Exercised:

Property Control Department
Purchasing Department
Custodial Services Department
Food Service Department
Transportation Department

Minimum Qualifications & Skills Required:

- Graduation from four-year college or university with a degree in Business Administration or related field; four years' experience in large scale buying; or an equivalent combination of training and experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred:

Professional certification preferred. Approved certifications include, but not necessarily limited to: National Institute of Governmental Purchasing (NIGP) Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) Certified Purchasing Manager (C.P.M.)

Physical Demands:

Requires sitting for long periods of time. Office/indoors setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.