



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: PURCHASING MANAGER

REPORTS TO: Director of Budget and Fiscal Services **SITE:** District Office

CLASSIFICATION: Classified AFSCME Bargaining Unit **WORK YEAR:** 221 Days

SALARY: Range VII – Classified AFSCME Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: _____

JOB SUMMARY:

Under the direction of the Director of Budget & Fiscal Services and/or designee, the Purchasing Manager supervises the purchasing functions, including contract preparation, review and administration; develop and implement District-wide purchasing policies and procedures; plan, organize, control and direct the acquisition of materials, supplies, equipment and services; serve as a technical resource to District administrators and officials concerning Department activities; supervise the performance of assigned personnel and to perform other job-related duties as required.

ESSENTIAL FUNCTIONS:

- Direct, supervise, plan, and organize the purchasing functions and operations of the District.
- Implement, monitor and assure compliance with District policies, procedures, laws and regulations related to the purchasing functions. Make recommendations and improvements for standardizations and processes.
- Consult with departmental representatives concerning their needs and advise them of new product offerings, confer with vendors and manufacturers to acquaint them with the purchasing policies and practices of the District and to solicit information on their products and services.
- Review and evaluate the types of purchases to be made, possible vendors, specification requirements and other similar considerations.
- Review requisitions and conduct inquiries to establish the best sources of supply.
- Invite and accept bids, evaluate bids to determine lowest responsible bidder and acceptability of items bid, participate in developing product specifications and preparation of contracts, supervise preparation of purchase orders and review and approve orders.
- Prepare formal bid packages; determine pre-qualified bidders; analyze bids, evaluate bidders according to financial capacity, bond ability, past performance and other related factors and recommend award of contracts.
- Procure by formal or informal bidding procedures in accordance with California law for K-12 Districts for equipment, supply services and other commodities and services.
- Coordinate with appropriate personnel in finalizing the preparation of requests, proposals and bids.
- Follow up on purchase orders, investigate complaints and secure adjustments, conduct tests on products, maintain current listings of district suppliers and information on products.
- Prepare items and resolutions for Board approval.
- Prepare periodic and special reports.
- Compose correspondence, maintain files and prepare statistical and metric reports related to purchasing activities.
- Maintain a fixed assets tracking system and non-capitalized asset tagging of District property.
- Oversee vendor system and issuance of 1099's and other tax related forms.
- Establish and revise, as appropriate, a purchasing manual.
- Train, supervise and evaluate the performance of assigned personnel.
- Implement and occasionally adjust an on-going training program.
- Maintain knowledge of price trends in the area of assignment.
- Analyze usage patterns and utilize the most effective methods.

- Understand and follow rules, regulations, policies and procedures.
- Work independently to meet schedules and timeliness.
- Perform other related work as assigned

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- Bachelor's degree preferred or equivalent relevant experience.
- Five years of increasing responsibility and experience in accounting and/or finance.
- Experience managing budgets and financial analysis preferred. Excellent verbal, written, and interpersonal skills, including team and consensus building.
- Preferable CAPPO Certification

KNOWLEDGE OF/ABILITY TO:

- Knowledge of methods used in competitive bidding, government purchasing laws and regulations.
- Knowledge of current market conditions and prices on various types of supplies and equipment, and sources of supplies and services;
- Ability to interpret market prices and trends
- Ability to use spreadsheet and word-processing programs, such as Google Workspace and MS Office.
- Ability to multitask in a busy environment.
- Ability to establish and maintain a professional, effective and respectful working relationship with staff, administration and user groups.
- Excellent verbal and written skills.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS:

- Stamina sufficient to sit or stand for long periods of time.
- Work at a computer station for extended periods of time.
- Work under pressure to meet deadlines.
- Vision sufficient to read fine print.
- Hearing and speech sufficient to enable communication by telephone and in person.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Manual dexterity sufficient to operate a computer keyboard and calculator.
- Lift up to 30 pounds or carry any object weighing 20 to 30 pounds.

LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.