

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

MANAGER, PURCHASING AND WAREHOUSE SERVICES

Management Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Manager, Purchasing and Warehouse Services is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policies and procedures as applicable to the position. The incumbent is responsible for planning, managing and administering the District's Purchasing and Warehouse Operations. Direct responsibility is to the Vice Chancellor, Business Services.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Manager, Purchasing and Warehouse Services shall:

1. Coordinate the purchase of District supplies, equipment, maintenance contracts, and related services; review of requisitions; research and select appropriate vendors for specific merchandise requested; obtain price quotations from vendors by telephone, fax and/or in writing, as necessary;
2. Write bid specifications, obtain Board authorization for specifications and advertising; receive and evaluate bids; recommend award of bids to Board for approval;
3. Retrieve data from computer terminal, enter and/or modify pricing information; review prepared purchase orders for accuracy;
4. Interview vendors and maintain a library of up-to-date catalogs and other reference materials;
5. Contact vendors regarding damaged material received or deviations from purchase orders and prepare correspondence as necessary to resolve the problem;
6. Prepare and administer department budgets and maintain expenditures within approved budget;
7. Develop, recommend and update purchasing/warehouse objectives, policies, procedures, and methods according to District policy, needs and legal requirements; comply with applicable legal requirements of the California Government Codes effective purchasing;
8. Coordinate, supervise and monitor work performed by Purchasing and Warehouse staff, evaluating work performance in accordance with established District policies and procedures and collective bargaining agreement;

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9. Manage District surplus property; monitor pick up of property from departments to warehouse; contact auctioneer to arrange for sale
10. Administer and monitor District stores inventory, record annual physical inventory of stock;
11. Supervise the inventory control and equipment tagging of fixed assets;
12. Manage District telephone and mail communications;
13. Negotiate, prepare for Board approval and administer contracts for District goods and services;
14. Perform other assigned duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Purchasing principles and practices related to centralized purchasing operation and inventory control;
2. Source of supplies, equipment and services used in a community college district or school district;
3. Policies, regulations and laws governing purchasing requirements administered by various agencies;
4. Methods of purchasing by specifications and competitive bidding;
5. Microcomputer operation and various software programs;
6. Principles of administrative, supervision and training;
7. Budget preparation and control;
8. Interpersonal skills including tact, patience and diplomacy.

Ability to:

1. Plan, organize and manage the District's Purchasing and Warehouse Operations;
2. Obtain optimal prices for various commodities; prepare bid specifications and secure competitive bids;
3. Interpret and apply related laws, rules and regulations affecting community college purchasing operations;
4. Operate variety of office equipment including a microcomputer, calculator, and facsimile;
5. Establish and maintain effective and cooperative working relationships with others; communicate effectively both orally and in writing;
6. Analyzing situations accurately and adopt an effective course of action;
7. Prepare and implement budgets;
8. Supervise assigned personnel.

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MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Equivalent to graduation from an accredited four year college or university with a degree in business administration or a related field AND four years of increasingly responsible technical purchasing experience, including supervision, PREFERABLY in a community college or school district OR an equivalent combination of education and experience which indicates possession of knowledge and ability required.

License: Possession of a valid California driver's license.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Manager of Purchasing and Warehouse Services shall be elected by the Governing Board upon the nomination of the Chancellor.

Adopted by Board of Trustees on November 18, 1997
Effective: November 19, 1997
Revised: June 27, 2000
Job Family: Management
(p:/Manager - Purchasing)