

Job Title: Assistant Director Receiving P SR

Wage/Hour Status: Exempt

Reports to: Executive Director

Pay Grade: 106

Dept/School: Procurement & School Resources

Date Revised: May 1, 2019

Primary Purpose

Provide the school district with dependable sources of materials and services, maintaining inventory control, implementing procedures and supervising assigned staff.

Qualifications

Education/Certification

Bachelor's degree

Special Knowledge/Skills

- Knowledge of computerized competitive solicitation process, including ordering, purchasing, and receiving procedures
- Knowledge of computerized inventory and tracking systems for warehousing operations
- Strong communication, public relations, and interpersonal skills

Experience

Five (5) years' experience in purchasing with knowledge of warehouse receiving processes

Major Responsibilities and Duties

1. Direct and assist in the preparation and development of competitive solicitations and purchase orders.
2. Verify product or service requests, and update specifications for competitive solicitations.
3. Consult catalogs for product prices, delivery, and quantity.
4. Maintain vendor performance records and ensure bid listings are kept current.
5. Obtain telephone quotations and place orders by telephone.
6. Assist various departments, such as Maintenance, Food Services and Transportation with competitive solicitations for vehicles, equipment, or services as needed.
7. Ensure competitive solicitations are executed for miscellaneous products such as: medical, art, library, maintenance, instructional, vocational, computer, and warehouse supplies.
8. Articulate the District's mission to the general public regarding purchasing and conservation of public funds.
9. Direct the receiving operations of all warehouses for the District.
10. Direct receipt of all shipments, receiving processes, discrepancy, and damage reports as needed
11. Direct the receiving, fixed assets, records management, and instructional materials processes.
12. Enforce pricing terms and conditions of contracts and verify receipts.
13. Attend professional development training to keep abreast of innovations in procurement and receiving operations.
14. Research the status and performance of materials and products to determine cost effectiveness.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned procurement and receiving personnel

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours. Prolonged use of the computer, repetitive hand motions.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.