

Job Title: Director Procurement and School Resources	Wage/Hour Status: Exempt
Reports to: Executive Director	Pay Grade: 108
Dept/School: Procurement & School Resources	Date Revised: August 28, 2024

Primary Purpose

Responsible for overseeing and coordinating the functions of the department to ensure that all tasks are carried out with efficiency and precision.

Qualifications**Education/Certification**

Bachelor's degree in business, public administration, educational administration or related field from an accredited university

Special Knowledge/Skills

- Knowledge of computerized inventory and tracking systems for warehousing operations
- Knowledge of computer software and hardware
- Strong organization, communication, and interpersonal skills
- Strong background in material handling, purchasing, and stock control
- Knowledge of legal requirements of public purchasing and contract management
- Knowledge public purchasing laws, local policy, procedures and guidelines
- Knowledge of accounting principles and the application of these principles to public school finance
- Strong analytical , public relations, organizational, communication, presentation, and interpersonal skills
- Strong analytical skills related to complex reporting and complex proposal analysis.

Experience

Five years (5) experience in public procurement, contract management, and warehouse/logistics functions
Three years (3) in a supervisory role

Major Responsibilities and Duties

1. Ensure all department activities of departmental staff, to include, developing bid specifications, vendor negotiations, and requirements for quotations, qualifications, and proposals align with policy and local, state, and federal bid requirements.
2. Ensure that the procurement and school resources departmental goals are being met according to the Business Services and Executive Director's goals.
3. Assist the Executive Director in developing departmental checklists and templates for processes and procedures.
4. Assist the Executive Director in developing, maintaining, and implementing operating manuals for training district administrators and staff on procurement and school resources policies, procedures, and services.
5. Assist with the development of procurement and school resources activity calendars related to board agenda items, training, bid schedules, expiring contracts, destruction records, and warehouse schedules.
6. Assist with the development and implementation of training programs.
7. Monitor and maintain bid files, records, vendor files, and catalogs
8. Ensure the approved vendor listing is updated and published monthly
9. Ensure that vendor performance records are reviewed and analyzed monthly
10. Direct the districts' operation of central warehouse and distribution operations.
11. Establish and implement security procedures for central warehouse.
12. Consult with school administrators concerning instructional supplies and equipment needs.
13. Monitor and validate purchase orders on incoming orders.
14. Assist in preparing specifications, evaluations, and selections of new products recommended for purchase.
15. Evaluate complaints received on shipments of equipment and supplies and take appropriate action.
16. Supervise receipt and delivery of all shipments. Process receiving, discrepancy, and damage reports as needed.
17. Direct the receipt and distribution of textbooks to ensure timely distribution to campuses to meet the needs of the Students.
18. Ensure all policies, state laws and regulations regarding textbook funds are being followed.
19. Maintain warehouse safety and fire prevention equipment as prescribed by law and school policy.
20. Attend professional development to keep abreast of innovations in procurement and warehouse operations.
21. Develop and maintain surplus schedules.

- 22. Evaluate direct reports performance
- 23. Perform other duties as assigned by supervisor.

Budget and Inventory

- 24. Assist with the preparation of budget and exercise budgetary control over procurement and warehouse operations.
- 25. Review and approve purchase requisitions for all items purchased for warehouse stock.
- 26. Supervise warehousing and storage of all supplies, equipment, surplus classroom furniture and equipment, certain school records, and consumable materials.
- 27. Supervise annual inventory operations and maintenance of computerized inventory records.
- 28. Review and approve requests for services of the warehouse and mailroom operations.
- 29. Maintain a current catalog of all standardized items in inventory.
- 30. Develop and recommend procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates.

Personnel Management

- 31. Define job performance expectations, evaluate direct reports' activities, conduct performance conferences, and develop training options and improvement plans for each unit's operations.
- 32. Promote a positive organizational climate that is informative, timely, and responsive.
- 33. Select, train, and supervise staff and make recommendations relative to assignment, transfer, retention, and dismissal.
- 34. Ensure employees uphold and adhere to the district's safety rules and policies.

Supervisory Responsibilities

Assigned personnel

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions, occasional prolonged and irregular hours. Occasional district-wide travel.

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: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.