

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: Business Services and Purchasing Supervisor

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize and direct the daily operations of the Business Services Department including purchasing, accounts payable, accounts receivable, cash clearing, and financial monitoring of various district programs including: Early Childhood Development Center, After School Program, and Child Nutrition Services. In addition, perform a variety of purchasing related special projects such as bid and contract processing as well as prepare financial reports and perform a variety of other accounting duties in support of budgeting and financial reporting.

RESPONSIBILITIES:

- Plan, organize and direct the daily operations of the purchasing function; review and assure that District purchases are made in accordance with the applicable laws, codes and policies including the Public Contract Code, State Education Code and Governing Board of Education policies and District procedures.
- Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist District schools and departments with purchase requests.
- Process and maintain contracts and agreements.
- Perform product research, testing and evaluation to determine best buy price for price and satisfaction of purchase specifications; perform and follow up on special projects and research as assigned by the Assistant Superintendent of Business Services.
- Develop, coordinate and conduct in-service training to District personnel on District policies and procedures related to purchasing; communicate with District administrators to resolve issues and improve the purchasing function.
- Review and evaluate purchasing methods, assignments, policies and procedures to increase efficiency and effectiveness of District purchasing operations; maintain records and generate reports.
- Maintain current and adequate vendor files; provide timely and accurate reports and calendars, maintain files in accordance with the established record retention policies.
- Research and resolve issues with vendors regarding delivery and product quality and quantity.
- Serve as District Representative to the North County Educational Purchasing Consortium and attend a variety of conferences and meetings to continually update knowledge of school business issues.
- Manage the Property and Liability Insurance Program.
- Coordinate business operations with the San Diego County Office of Education, San Diego and Imperial County Schools Risk Management Joint Powers Authority, and the California Department of Education.

- As assigned, prepare and monitor project budgets for accuracy and adherence to established guidelines for personnel and dollar amounts; perform discretionary and non-discretionary auditing.
- As assigned, prepare Board Agenda items relating to finance, purchasing and support services.
- Coordinate and schedule annual inventory update.
- Coordinate year-end accounts payable and accounts receivable accrual schedules and work with Director of Finance to close books.
- Assist auditors with the audit.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School district purchasing, accounting and auditing principles, practices and procedures.
- Software Programs: PeopleSoft and QuickBooks desired
- Microsoft Office: Excel, Word and PowerPoint
- Applicable sections of the State Education Code, California Public Contracts Code, California Uniform Public Construction Cost Accounting Act (CUPCCAA), district policies, and other legal requirements for school district purchasing.
- Sources of supply, general business conditions and specific commodity trends related to school district purchasing.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of supervision and training.

ABILITY TO:

- Interpret and apply laws, rules and regulations affecting school district purchasing operations.
- Prepare and write complex formal bid specifications.
- Recommend new or revised purchasing procedures. Train, supervise and evaluate personnel.
- Prepare and present oral specifications and reports.
- Perform a variety of technical accounting duties.
- Prepare a variety of local, state and federal financial reports and projections.
- Maintain and audit fiscal records, reports and accounts.
- Assure compliance with applicable District policies, procedures and governmental regulations.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work. Meet schedules and time lines.
- Compile, analyze and record financial statistical data.

- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.

QUALIFICATIONS:

- Bachelor's degree in accounting, finance or business administration.

EXPERIENCE:

- Three years of increasingly responsible professional purchasing and accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 41.