

## **PURCHASING AND ADMINISTRATIVE SERVICES DIRECTOR**

**Immediate Supervisor:** Superintendent of Finance Business Administration & Treasurer

**Division:** Finance-Business Administration Purchasing & Administrative Services

**Group:** Administration and Supervisory Personnel

**Function:** Plans, organizes, directs, and controls the Purchasing and Administrative Services Department. Purchasing and Administrative Services is responsible for providing centralized purchasing and warehousing services, including comprehensive inventory control; property contents management; forms management; staff cafeteria services, and centralized printing, duplicating, and mail services. The Director serves as a senior member of the Division of Finance-Business Administration and provides functional guidance to management and the Board in the area of purchasing and administrative services in the various divisions, departments, sections, and offices of the Board.

### **Duties:**

1. Establishes objectives, formulates policy and program, and sets standards in the area of Purchasing and Administrative Services.
2. Subject to the approval of the Superintendent, determines the organizational structure within Purchasing and Administrative Services. Coordinates organizational activities and develops effective lines of communication.
3. Selects or approves the selection of staff for the Department. Establishes standards of performance, directs staff training, and monitors an overall personnel program. Provides leadership to the Department to foster staff morale, productivity, and staff development.
4. Directs the preparation of the budget for the Department, and controls approved budgets. Also directs Department's assistance as required in preparation of other budgets for the Board including costs of resources.
5. Provides for administrative controls such as reports and audits. Develops systems and ensures maintenance of proper records for the Department. Prepares reports, analyses, and special projects as required.
6. Develops liaison with other divisions and departments of the Board and outside agencies to foster good public relations and promote use of the Department Serves on boards or committees as required; may be expected to assume leadership role depending on circumstances.
7. May perform the duties of Superintendent or his delegate as required.
8. Performs other related duties as required.

### **Qualifications:**

- A university degree in Commerce or Business Administration, or Professional Purchaser's Certificate.
- 7-10 years of diversified supervisory experience.
- Demonstrated organizational, administrative, and leadership abilities.
- Possession of verbal and written communication skills.
- Strong public relations skills.
- Personal suitability.