**PURCHASING DIRECTOR**

**SUPERVISOR'S TITLE:** Business Administrator

**GENERAL DESCRIPTION:** Directs and is responsible for the Purchasing and Warehouse operation of the District. Establishes and enforces Purchasing policies, practices and procedures as required by State law and the Board of Education policy. Provide support and direction to school and District departments in procurement matters.

**JOB TITLES SUPERVISED:** Warehouse Manager, Purchasing Agent, Secretary/Office Manager, Inventory Control Clerk

**DESCRIPTION OF RESPONSIBILITIES:**

1. Directs the operation of the Purchasing Department, Warehouse operation, Moving crew, Switchboard and District Mail Service.
* Develops and controls budgets;
* Responsible for employee motivation, training and discipline.
1. Operates the Purchasing Department so as to maintain confidence and integrity with the public and vendors.
2. Makes determination on surplus property whether to re-distribute or dispose. Conduct sales and auctions to dispose of surplus when necessary.
3. Is responsible for equipment and furniture repair budgets.
4. Will assume such other duties as assigned by the Business Administrator.