



Director III, Purchasing, Warehousing, Mail Services, and Graphic Arts

Position Details

Job Code: U7102

Reference Code: A027

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves to direct the Clark County School District's procurement function in accordance with Nevada Revised Statutes (NRS), District policies and regulations, and current procurement objectives; administers the storage and distribution of supplies and equipment and disposal of obsolete items in accordance with all laws, federal and state, as well as District policies and regulations; oversees school mail services; and manages the Graphic Arts Center in a cost effective manner to maintain financial viability while providing low cost, high quality design and reprographics materials to schools and departments. This position is directly responsible to the Chief Operating Officer, Operational Services Unit (OSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manage departmental personnel including alignment to meet the department's mission, schedules (hours/months), hiring, training, discipline, evaluations, and position description updates/creation. Perform periodic evaluation of workload in different sections through review of System Applications Products (SAP) in data processing workload reports and personal observation. Provide oversight of employee work and performance throughout the year, balancing personnel budgets against actual full-time equivalent (FTE), and taking immediate action to correct poor or misguided behavior.
2. Review all competitive efforts including bids, requests for proposals (RFPs), quotes, etc., and subsequent recommendations for contract award to the Clark County School District Board of Trustees to ensure fair and open competition is achieved in accordance with NRS, District policies and regulations, and generally accepted government purchasing practices.
3. Manage the reuse, recycling, or sale of excess and obsolete District equipment by restocking serviceable used standard furniture in the warehouse and Enterprise Resource Planning (ERP) system for future use within the District, redistributing serviceable equipment within the District via an internal website, recycling electronics via federally certified third-party recyclers in order to ensure information security and environmentally correct disposition, and selling items with no further use to the District via a third party auction website.
4. Conduct or oversee all contract negotiations for goods and services to ensure the District receives the best possible costs for its purchases are properly indemnified from supplier actions and has a means of disentanglement should the contracted goods or services no longer be required or suppliers fail to perform.
5. Personally conduct competitive efforts (bids, RFPs, etc.) involving time sensitive, highly complex, or high visibility requirements. Requires interpreting customer needs into meaningful statements of work, ensuring all avenues of potential cost are captured; evaluating responses, writing award recommendations, drafting contracts, conducting contract negotiations, and signing final contracts.
6. Establish and maintain measurable performance metrics for all levels of procurement activities to include, but not limited to: supplier performance, supplier quality, internal order placement performance, buyer activity levels, financial performance, and material shortage elimination.
7. Provide logistics support including contracting for third-party assistance for major District initiatives including, but not limited to: computer replacement, full-day kindergarten, class-size reduction (CSR), and portable movement/acquisition.
8. Ensure personnel have proper, functioning equipment to perform required tasks including vehicles, mail machines, computers, printing presses, copiers, and

- material handling equipment, etc. Evaluate tasks to be accomplished to determine the most cost-effective means to complete tasks, most cost-effective means of acquiring the necessary equipment including, evaluating return on investment (ROI) and balancing budget constraints while ensuring all safety requirements are met.
9. Manage the initial furniture and equipment outfitting process for new schools and building additions from the initial carve out with principals through procurement to timely delivery to meet school opening dates.
 10. Manage central funding and procurement of standard furniture and equipment for classroom needs beyond economical repair (BER) replacement, and standards changes to include, validating need through evaluation of demographics and equipment condition.
 11. Implement, upgrade, and manage automated systems for purchasing, warehousing, and graphic arts center operations, and the District's ERP system, including the management of master data, the assignment of roles, and periodic system maintenance.
 12. Evaluate and determine the validity and legality of all potential exceptions to competitive bidding requirements such as sole source suppliers, professional services, and emergency procurements, etc. Ensure the Board is notified of all such exceptions.
 13. Manage the Full Option Science System (FOSS) kit subscription service. Provide pickup and delivery of kits to elementary classrooms each year, as appropriate. Procure materials to refurbish kits and oversee contracted labor in the refurbishment of kits each cycle.
 14. Track all contract awards approved by the Board to ensure that the approved amounts and timeframes are not exceeded.
 15. Coordinate the fiscal year end close out process with the Business and Finance Unit, Grants Department, and the Facilities and Bond Fund Financial Management Department to ensure materials are received and bills are paid in the appropriate fiscal year to balance the budget. Establish requisition deadlines, expediting of shipments, and close coordination with the Budget Department for the potential roll of funds and purchase orders from one year to the next.
 16. Review vendor bid/RFP protests for validity. Provide commodity and negotiation strategies including Terms and Conditions Supplier selection/de-selection, evaluation, and rationalization of supply chain solutions, including vendor managed inventory (VMI), safety stock levels, etc., to vendors, District customers, Chief Operating Officer (COO), the Superintendent, and the Board, as appropriate. Defends actions in court, if required.
 17. Prepare, submit, and control the Purchasing Department's budgets.

18. Determine and implement the most efficient routes for warehouse and mail service personnel for deliveries and pick-ups. Determine the most cost-effective means for U.S. mail leaving the District (i.e., bulk, non-profit, first class, etc.).
 19. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Nevada Revised Statutes and commonly accepted purchasing practices and procedures, including ethical behavior.
2. Strong working knowledge of inventory planning, forecasting techniques, and operational systems and processes, and purchasing and warehousing management.
3. Standard business knowledge and the ability to calculate return on investments (ROIs), total cost of ownership, and break even points. Knowledge of budgeting, general accounting, and management.
4. Knowledge of District Human Resources processes.
5. Knowledge of local, state, and federal guidelines and requirements concerning District purchasing systems, practices and procedures.
6. Familiarity with negotiated agreements for both support staff and administrators.
7. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
8. Excellent written and verbal communication skills with the ability to make clear, persuasive presentations to diverse groups.
9. Excellent organizational and problem solving skills.
10. Ability to analyze market and delivery conditions to determine material availability.
11. Ability to exercise diplomacy and judgment in directing assigned activities. Ability to handle multiple tasks, with awareness of deadlines.
12. Ability to install and manage automated systems for purchasing and warehousing operations.
13. Ability to anticipate and plan for changes in the business and technology environments. Ability to identify processes needing improvement and to recommend improvements.
14. The ability to interpret, apply, and explain rules, regulations, and policies and procedures.
15. Ability to analyze market and delivery conditions to determine material availability.
16. Ability to exercise diplomacy and judgment in directing assigned activities.

17. Ability to install and manage automated systems for purchasing and warehousing operations.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business or public administration or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of progressively responsible supervisory experience in managing the activities of a purchasing and warehousing operation.

Preferred Qualifications

1. A master's degree from an accredited college or university in business or public administration or a closely related field.
2. Professional certification through the National Institute of Governmental Purchasing (NIGP), Certified Public Procurement Officer (CPPO), or Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) through the Institute for Supply Management (ISM) or the ability to obtain the certifications within six (6) months of hire into the position.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive

innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/13/22
- Created: 10/03/18