

# Director I, Purchasing and Warehousing

## Position Details

Job Code: U7100

Reference Code: A210

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for managing the purchasing process throughout the Clark County School District. This position requires liaison and coordination with all District functions, suppliers, and public entities. This position is directly responsible to the Director III, Purchasing, Warehousing, Mail Service, and Graphic Arts (PWMG) Department, Operational Services Unit (OSU).

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## Essential Duties and Responsibilities

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

1. Responsible for the procurement of supplies, equipment, and services needed by the District in accordance with all applicable federal, state, and local rules and regulations.
2. Establish and maintain programs for specification development, contract administration, and inspection and acceptance, in cooperation with the departments using the supplies, equipment, and services.

3. Process and ensure District compliance of purchasing regulations and operational procedures; recommend revisions to District purchasing policies and regulations.
  4. Establish and manage a supplier performance system designed to ensure that suppliers are performing in accordance with the terms and conditions of their contracts.
  5. Respond to and manage bid protests and other claims. Maintain all determinations and other written records pertaining to the solicitation, award, and performance of contracts.
  6. Establish standard contract clauses for use in District contracts, solicitations, purchase orders, bids; prepare or supervise the preparation of specific contractual documents with suppliers.
  7. Represent the Purchasing Department to other departments and suppliers. Work closely with schools to ensure their procurement needs are met.
  8. Prepare and control the Purchasing Department's budget.
  9. Analyze effectiveness of the department by preparing and issuing various reports which accurately represent the Purchasing Department's activities. Research benchmarks, and evaluate department efficiency and make changes to increase operational efficiency.
  10. Conduct negotiations with suppliers on proposals, contracts, and bids.
  11. Train and supervise a staff of both professional and clerical personnel; promote and require high standards of performance, productivity, and accountability, while encouraging individual initiative.
  12. Continuously monitor current economic trends and market conditions and make appropriate adjustments to the District's procurement practices.
  13. Responsible for ensuring staff is kept abreast of the latest purchasing policies and regulations. Train or arrange training to educate and keep staff current.
  14. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Capable of preparing clear and concise communications and executive presentations.
2. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
3. Knowledge of specific laws, regulations, and industry practices pertaining to the procurement of goods and services.
4. General knowledge of information system applications, training programs, managerial accounting, statistics, and market conditions.

5. Familiarity with state/local government purchasing laws and regulatory agencies, which pertain to purchasing.
  6. Ability to lead and train staff, suppliers, and District employees. Familiarity with legal contracts and language.
  7. Ability to communicate both verbally and in writing.
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## **Position Requirements**

### **Education and Training**

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

### **Licenses and Certifications**

None specified.

### **Experience**

Satisfactory service in corresponding or related positions or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.

### **Preferred Qualifications**

1. Degree in business, finance, or a related field.
2. Certified in Purchasing, Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO), or Certified Professional Public Buyer (CPPB).

**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: 04/01/22
- Created: 11/21/08