



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Purchasing Supervisor	REPORTS TO:	Assigned Supervisor
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- x Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as a technical resource and resolve issues regarding product sourcing, safety, discrepancies, accounting payable issues, fixed asset, surplus disposal and public works bidding processes
- x Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various locations as needed
- x Attend various meetings as assigned and make presentations; serve assigned user groups or committees; maintain current knowledge of and interpret applicable laws, codes, rules and regulations
- x Supervise and provide back up for USPS mail processing activities
- x Participate in the preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and supervision of the Purchasing Department

Principles, methods, practices and procedures of purchasing

Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts

Automated and manual record keeping practices

Budget preparation and control

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulations, uc.cmJ [(atd ()Tj EMC /P sc/1/MC/D 4B (r> Y.)10 (f)5(5)FO (g)]cc0TW4.663 0 Td 5

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and five years of increasingly responsible experience in purchasing operations

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information with a person or on the telephone

Seeing to read a variety of materials

Sitting for extended periods of time