





Director Purchasing & Logistics

selection of new products; provide recommendations concerning the standardization of District equipment and supplies as appropriate; monitor and evaluate warehouse requirements for supplies.

## Director Purchasing & Logistics

activities.

Coordinate, direct and participate in the writing and processing of bid specifications and contracts in accordance with established requirements.

Assure timely and cost-effective delivery of goods and services.

Research, compare and analyze bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.

Coordinate and direct warehouse operations and activities involved in the receipt, storage and distribution of District supplies, mail, equipment, food items and materials.

Coordinate department activities to assure accurate and timely processing.

Assure proper and timely resolution of department issues, conflicts and discrepancies.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Operate a computer and assigned office equipment.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

### **EDUCATION AND EXPERIENCE:**

related field and five years increasingly responsible experience involving the purchase of supplies, services and equipment, including work with contract functions, and/or warehouse operations.

### **LICENSES AND OTHER REQUIREMENTS:**

Maintain qualification for automobile insurance coverage.

### **WORKING CONDITIONS:**

ENVIRONMENT:

