

**RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB POSTING**

TITLE: Director of Procurement,
Warehouse, and Print Shop

SALARY: \$86,306 - \$142,460

LENGTH OF CONTRACT: 240 days

QUALIFICATIONS: Requires a bachelor's degree in business, accounting or public finance supplemented by three to five years in public finance administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

IMMEDIATE SUPERVISOR: Chief Financial Officer

JOB SUMMARY: Under limited supervision, manager & directs the expenditure of a multi-million budget in accordance with state laws governing procurement while maximizing cost-effectiveness.

APPLY: www.richlandone.org

ESSENTIAL FUNCTIONS:

1. Supervises the operation of procurement services, warehouse services, and print shop services.
2. Assigns workloads and establishes work schedules; directs and supervises duties of assigned professional, managerial, and clerical staff. Supervisory duties include instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee transfers, promotions, discipline, and discharge.
3. Processes purchase requisitions for procurement, warehouse and print shop; secures quotations and bids; and approves purchase orders in an economical manner in accordance with District's procurement code.
4. Establishes standard specifications for supplies, equipment, and materials.
5. Corresponds and confers with vendors, suppliers, and District personnel regarding school and departmental purchases.
6. Manage the daily activities of the Warehouse and Print Shop operations. This involves overseeing the receipt of purchased material/equipment, inventory control and the storage of material/equipment, shipping of supplies to schools and other locations.

7. Review the Procurement Code and Regulations and conduct training classes with District personnel to assist in obtaining desired products and services.
8. Maintains and updates District policies and standards of procurement; recommends changes as appropriate.
9. Responds to customer problems and concerns and maintains open communication with principals, administrators, parents, and other District personnel.
10. Work closely with the business community to notify them of potential opportunities with the District.
11. Oversees the District's Procurement Card Program.
12. Facilitates program of surplus removal and disposal in compliance with District and State regulations.
13. Oversees the Small Women Minority Business Enterprise Program.
14. Manages the Tyler Munis Procurement Module as it applies to all schools and locations.
15. Performs computer data entry to record and retrieve financial information and to prepare reports, spreadsheets, and correspondence.
16. Other Duties as assigned by immediate supervisor.