



Job Title: Director, Materials Management

Department: Purchasing
Reports To: Chief Financial Officer
Grade: BG-11
Number of Days: 12 Months
Current Date: October 18, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: This position directs the supply chain management functions of the district. Major areas include procurement and vendor relations, contract management, warehouse and mail services. The procurement workflow includes processes through accounts payable reconciliation for materials/goods. Warehouse functions include materials inventory and distribution services for a large variety of products including perishables, prepared food and items requiring climate-controlled environments. Mail Services functions include daily pick/up and delivery to all sites and postage

Minimum Qualifications:

- Bachelor's degree in management, business or related field.
- Purchasing certification (C.P.M., CPPO/CPFB)
- Five years of purchasing administration experience required.
- Managerial experience within large work force and well developed computer literacy highly desirable.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Recommends and interprets Board policy and develops management objectives related to procurement.
- Directs and evaluates the work of the Purchasing Department and Central Warehouse staff of 48 employees.
- Delegates daily operations of the Purchasing Department to the Procurement Manager and Purchasing A/P Supervisor.
- Delegates daily operations of the Central Warehouse to the Warehouse Manager.
- Directs a distribution operation utilizing 12 trucks/routes daily carrying a variety of products (i.e. perishables, chemicals, hot food and frozen food) to 90+ sites.
- Directs and administers a procurement card program with annual transaction volume in excess of \$30 mil.
- Assumes responsibility for and direction of Accounts Payable functions related to Purchase Orders, keeping current on pertinent accounting laws and standards.
- Functions, through a central warehouse of 120,000 sq. ft., as a supplier of materials and equipment for all sites and operational support service departments.
- Monitors inventory movements in excess of \$18 mil annually to assure maximum value for each expenditure.
- Develops annual contracts for large volume, recurring items to support supply chain management and integrated supply systems.
- Creates Requests for Proposals and develops/administers appropriate evaluation processes, including conducting negotiations, for major purchases/projects.
- Keeps abreast of new laws and pending legislation related to procurement and drafts recommendations for changes, additions when necessary.
- Purchases variety of fleet vehicles and large equipment for district-wide fleet.
- Assures that suppliers deliver as contracted and arbitrates discrepancies district-wide.
- Maintains files on all requisition and purchase records to comply with state and federal law.
- Approves payment of purchase contracts issued from the Purchasing Department in accordance with Board policies.
- Serves as the District surplus property disposal agent, creates revenue through systematic handling of surplus culminating with on-going on-line auctions and periodic on-site auctions.
- Keeps management informed as to market conditions, shortages and trends.
- Interprets district bidding and purchasing procedures to internal staff and vendors.
- Coordinates with city, county, and other school district purchasing personnel for cooperative purchasing advantages.
- Selects and directs training of Purchasing staff, assists in selection and training of warehouse and mail services employees.

- Responds to internal and external audits of purchasing processes and provides management response.
- Serves as the Purchasing representative on software implementation teams.
- Directs ongoing district-wide training program for Purchasing and Inventory modules of financial software.
- Initiates and maintains effective and professional relationships with suppliers, actual and potential.
- Develops procurement schedules and programs.
- Projects warehouse needs for supplies and equipment.
- Develops and monitors trend and analytical reports representative of Purchasing Department performance and Warehouse volumes.
- Creates communication tools to effectively inform and train district staff, vendors, and public regarding Purchasing topics (TPS Purchasing website on intranet and internet).
- Recommends the annual budget needs for the Purchasing, Warehouse, and Mail Services Departments, actual annual budget exceeds \$2.1 mil.
- Monitors the expenditures and balances on all accounts utilized by the Purchasing Department.
- Insures the Purchasing Department effectively serves both financial and site-based objectives of the District.
- Recommends allocation of warehouse supplies, manages instructional and custodial inventory.
- Serves as a resource for the selection of instructional materials and supplies.
- Prepares reports for the Board and Superintendent as required.
- Keeps abreast of best practices in purchasing through professional organization membership, journals, seminars and conferences.
- Keeps current in knowledge of materials, products and equipment through vendor contact and literature.
- Sets, maintains and conveys to staff the highest ethical standards for procurement activities district-wide.
- Performs other tasks as assigned by the Chief Financial Officer.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Experience in project management.
- Experience in implementing cost effective solutions.
- Understanding of negotiation tactics.
- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing Tulsa Public School families.
- Builds and maintains strong relationships.
- Works successfully alone or on a team.
- Possesses strong verbal and written communication skills.
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations.
- Makes decisions using data and technology.
- Takes initiative to solve problems and create stakeholder buy-in.
- Identifies and prioritizes mission critical issues with alignment of people, time and resources.

- Offer innovative solutions to seemingly intractable problems.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Thrives in achievement-oriented and fast-paced environment.
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed.
- Motivates, inspires, and moves other adults to action to achieve ambitious goals.
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups.
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets.

Supervisory Responsibility:

- Supervises and evaluates the work of the Purchasing Department and Central Warehouse staff of 48 employees

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.