



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Materials Management

Reports to: Chief Financial Officer
Department: Purchasing
Compensation: BL 11
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: This position directs the supply management functions of the district. Major areas include procurement and vendor relations, contract management, and warehouse. 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.

Qualifications/Job Requirements:

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

Duties and Responsibilities:

- Recommends and interprets Board policy and develops management objectives related to procurement.
- Supervises and evaluates the work of the Purchasing Department and Central Warehouse staff of 48 employees.
- Delegates daily operations of the Purchasing Department to the Coordinators of Purchasing, the Buyers and other staff.
- Delegates daily operations of the Central Warehouse to the Warehouse Supervisor, Assistant Supervisor and other staff.
- 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 \$10 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 \$10 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 fleet vehicles, maintains titles and vehicle ownership files 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 periodic 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 employees.
- Responds to internal and external audits of purchasing processes and provides management response.
- Coordinates with state agencies for surplus property to utilize items available to this District.
- Serves as the Purchasing representative on software implementation teams.
- Develops and administers 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, Purchasing Partners Newsletter, Vendor Guideline Brochure, Pocket Purchasing Guide).
- Recommends the annual budget needs for the Purchasing and Warehouse Departments, actual annual budget exceeds \$1.6 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 and seminars.
- Keeps current in knowledge of materials, products and equipment through vendor contact, literature, and trade shows.
- 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.