

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV - PURCHASING AND WAREHOUSING

Reference Code: A434

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the responsible administrator for managing the contracting process, standards process, purchasing process, and/or warehousing process throughout the Clark County School District. This position requires liaison and coordination with all District functions, suppliers, and public entities. This position is directly responsible to the Director, Purchasing and Warehousing Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for all professional services and consulting contracts. Review out-of-district contracts and agreements.
2. Responsible for all new equipment standards and maintenance of the standards system. Responsible for warehousing, inventory, and distribution.
3. Responsible for the procurement of supplies, equipment, and services needed by the District in accordance with all applicable federal, state, and local rules and regulations.
4. Establish and maintain programs for specification development, contract administration, and equipment standards in cooperation with the departments using the supplies, equipment, and services.
5. Process and assure District compliance of purchasing and warehousing regulations and operational procedures; recommend revisions to District purchasing and warehousing policies and regulations.
6. Establish and manage a supplier performance system designed to ensure that suppliers are performing in accordance with the terms and conditions of their contracts.
7. Respond to and manage bid protests, customer complaints, and other claims. Maintain all determinations and other written records pertaining to competition, specifications, and contracts.
8. Establish standard contract clauses for use in District contracts, solicitations, purchase orders, and bids; prepare or supervise the preparation of specific contractual documents with suppliers. Establish standard inventory procedures and picking processes. Establish delivery and pickup routes.
9. Represent the Purchasing and Warehousing Department to other departments and suppliers.
10. Work closely with schools to ensure their procurement and distribution needs are met.
11. Work closely with the Clark County School District Legal Office and Risk Management to minimize the District's exposure and liability.
12. Conduct negotiations with suppliers on proposals and contracts.
13. Train and supervise a staff of both professional and clerical personnel; promote and require high standards of performance, productivity, and accountability while encouraging individual initiative.
14. Continuously monitor current economic trends and market conditions and make appropriate adjustments to the District's procurement, inventory, and distribution practices.
15. Responsible for ensuring staff is kept abreast of the latest purchasing and warehousing policies and regulations; train or arrange training to educate and keep staff current.
16. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

Ability to successfully communicate verbally and in writing.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. Ten (10) years of purchasing, contracting, or warehousing experience of commodities and services.

Preferred Qualifications:

1. Ability to prepare clear and concise communications and executive presentations.
2. Ability to exercise diplomacy, judgment, leadership, problem solving, and accountability.
3. Knowledge of specific laws, regulations, and industry practices pertaining to the procurement, inventory, and distribution of goods and services.
4. General knowledge of information system applications, training programs, managerial accounting, statistics, and market conditions.
5. Familiarity with state/local government purchasing and warehousing laws and regulatory agencies which pertain to purchasing. Familiarity with legal contracts and language.
6. Ability to lead and train staff, suppliers, and District employees.
7. Certified in purchasing, certified purchasing manager (CPM), certified public purchasing officer (CPPO), certified in production and inventory management (CPIM), or certified professional public buyer (CPPB).

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.