



1956 – Senior Purchaser Procurement Department

About

Job Class: 1956 – Senior Purchaser

Salary Range: \$101,939.58-\$123,891.90/annually

Appointment Type: Temporary Provisional ([what does this mean?](#))

Length of Appointment: required to take and pass the available 1956 city exam

Hours: Full Time / Full Year

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 57,000 students who speak more than 44 documented languages across 132 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

The SFUSD community is unified by our **Core Values**:

- Student-centered: We put students' needs first
- Fearless: We persist through challenges
- United: We celebrate and build on each other's strengths
- Social Justice: We stand with those most vulnerable in our community
- Diversity-driven: We respect and seek to understand each person

We are also inspired by [Vision 2025](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, [Transform Learning. Transform Lives.](#) SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025.

Who We Want

We want talented people from diverse backgrounds and experiences, who are committed to and will champion our Core Values, are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, problem solvers, and who are comfortable in a community of continuous learning.

As the **1956 – Senior Purchaser**, you will report to the Director of Procurement, be part of the Business Services Division, and manage the day-to-day functions of the Procurement department with a focus on providing the highest standards of customer service to our schools and office staff.

Key Responsibilities

- Supervises a group(s) of Purchasers and/or Assistant Purchasers.
- Assigns duties to, inspects, and approves the completed work of a group of purchasers engaged in the preparation of product specifications and purchasing contracts, the analysis of vendors' bids, and the awarding of contracts to vendors.

- Examines and approves for payment: revolving fund vouchers, requests for funds, encumbrance requests, and publicity and advertising vouchers.
- Prepares and directs the preparation of specifications and contractual conditions for the purchase of a large variety of materials, supplies and services.
- Reviews and approves the awarding of contracts on informal bids; reviews and recommends the award of contracts on formal bids.
- May be assigned to perform difficult and complex purchasing activities on site for a large department such as Public Utilities Commission or the San Francisco International Airport.
- Interprets departmental policy, rules and regulations governing purchasing activities to subordinates, personnel of various city departments, and vendors; gives advice on procedures when required.
- According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

The strongest candidates will have:

Position in this class is distinguished from the journey level purchaser class in that incumbents are working supervisors who exercise technical supervision consisting primarily of review of completed work or direction on difficult projects. This class is distinguished from the next higher class of 1958 Supervising Purchaser in that the latter exercises over all administration of the buying division and participates in development of methods and procedures.

Knowledge of: The theory and techniques used in purchasing large quantities of materials, supplies and equipment; the organization and activities of the various city departments; the laws, rules and regulations governing the activities of the purchasing department and purchasing procedures; a wide variety of materials, supplies and equipment and their sources of supply; current market conditions affecting price trends and availability.

Ability and Skill to: Assign, direct, review and approve the work of subordinates and advise and instruct them in their work; write product specifications and purchasing contracts; review and analyze bids of vendors; establish and maintain effective relationships with departmental personnel and vendors.

Minimum Qualifications

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education: Baccalaureate degree from an accredited university or college

Experience: Three (3) years of professional purchasing experience with responsibilities such as: identifying vendors and ascertaining quotes, selecting a vendor based on a set of criteria, identifying and negotiating terms and conditions and procuring goods and services.

Substitution: Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units/forty-five (45) quarter units equal one (1) year.

What We Offer

SFUSD offers a competitive salary of \$101,939.58-\$123,891.90/annually commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- Visit www.careers.sfusd.edu and create a new account to begin your application.

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- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.

Non-Discrimination Policy

San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy extends to San Francisco County Office of Education, including community school programs and activities.

For more information about the District's non-discrimination policy, please review [Board Policy 4030](#).