

DIRECTOR –PURCHASING AND CONTRACTS

DEFINITION

Under administrative direction, plans, organizes, and administers the District's procurement of supplies, equipment, services, and property control functions; performs the more specialized and responsible duties related to bids, and public work contracts; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Attendance at evening meetings and travel to meetings in and out of the District is required of the incumbent. Use of personal automobile may be a requirement of the position. Position is exempt from overtime compensation.

EXAMPLES OF DUTIES

Plans, organizes, and administers systems and procedures for procuring supplies, equipment, and services for maintaining property control and redistribution and disposal of surplus and obsolete property. *E*

Develops and issues purchasing calendars and schedules. *E*

Reviews purchase orders for compliance to District purchasing activity; develops specifications, bid instructions, and purchasing procedures for major purchases; develops purchasing standards for district-wide use. *E*

Locates sources for a wide range of procurement activity. *E*

Solicits, receives, opens, analyzes, and evaluates bids and makes recommendations. *E*

Negotiates with vendors for purchases, leases, contracts, and agreements. *E*

Supervises maintenance of catalogs and bid lists. *E*

Coordinates with District staff the work of architects, engineers, consultants, government agencies, and public on planning and design of public works contract as needed. *E*

Conducts formal bidding process and assists facilities department in the evaluation of bids and makes recommendations for awards of public works contracts. *E*

Conducts acceptance inspections of completed construction. *E*

EXAMPLES OF DUTIES (cont.)

Serves as environmental officer, responsible for obtaining and preparing environmental impact studies/reports, controls disposal of hazardous materials, and the publishing and filing of documents. *E*

Supervises the District print shop. *E*

Selects, trains, evaluates, and assigns work to staff. *E*

Develops proposed new and revised policies and regulations regarding area of assignment. *E*

Prepares periodic and special reports. *E*

Prepares written recommendations for the Board relative to assigned area of responsibility. *E*

Attends Board meetings to present background and recommendations for assigned area of responsibility. *E*

Participates in related professional groups and serves on ad hoc and standing committees as assigned. *E*

Operates District vehicles. *E*

Assists maintenance supervisors with the selection and supervision of building inspectors needed during construction. *E*

Assists maintenance supervisors with the review and approval of progress and final payments to construction contractors. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, procedures, and legal requirements of school district purchasing;
2. Principles and practices of budgeting, cost control, inventory, and property control methods;
3. Quantitative analysis methods used in evaluation of bids;
4. Basic negotiation techniques;
5. Fundamentals of macroeconomics and microeconomics;
6. Computer operations and the use of spreadsheets, data base management, and assigned software programs;
7. Basic principles of supervision and training;
8. Business math;
9. Legal requirements governing school district purchasing to ensure conformance to law and district policies, maintaining liaison with other government purchasing departments; and

Knowledge of: (cont.)

10. Prepares and coordinates the larger purchasing projects.

Ability to:

1. Plan, organize, and execute projects, analyze problems, develop sound problem-solving models and arrive at efficient solution to problems;
2. Plan, organize, and administer a varied purchasing program, applying new developments and techniques;
3. Gather, analyze, and evaluate data, prepare and control budget and contract costs;
4. Read, understand, and interpret laws, codes, administrative policies and regulations and prepare written reports, policies, regulations, proposals, specifications, schedules, and correspondence covering assigned area of responsibility;
5. Proficiently use a PC and appropriate software;
6. Train, supervise, and evaluate, assigned personnel;
7. Communicate effectively both orally and in writing;
8. Operate a calculator quickly and efficiently;
9. Use a two-way radio;
10. Accept and carry out responsibility for direction, control, and planning;
11. Operate a vehicle observing legal and defensive driving practices;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Maintain work pace appropriate to given workload.

EDUCATION

Equivalent to completion of major course work leading to a degree in business administration or public administration is required. Bachelor's degree in a related field or possession of a Certified Purchasing Manager (C.P.M.) certificate is desirable.

EXPERIENCE

Recent responsible administrative experience in purchasing or related business field with management level experience involving the direction of material support and procurement functions in an educational or public agency.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; standing for extended periods of time; walking; hearing and speaking to exchange information and make presentations.

Revised: 7/81
8/87
7/94