



## ADMINISTRATOR, PURCHASING AND CONTRACTS

### **DEFINITION:**

Under the general direction of the assigned supervisor, plans, organizes, and directs purchasing and contracting functions, with an emphasis on complex acquisitions and multi-agency procurement initiatives. Provides leadership and expertise on the interpretation of public procurement law, data privacy requirements, and related regulations. The Administrator leads the development of procurement frameworks, policies, and professional training programs to support District staff and external agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Directs District and consortium competitive procurement programs - setting solicitation strategy, ensuring process integrity, and facilitating procurements that secure best-value products and services.
- Establishes and continuously improves purchasing standards, document and form templates, policies, and procedures to ensure compliance, consistency, and responsiveness to organizational needs.
- Lead the development, issuance, and award of formal bids, requests for proposals and informal procurements, including complex and consortium procurements.
- Oversees organization-wide contract portfolio management; Forecasts needs and potential contract renewals; Aligns timelines and resources to support organizational priorities and ensure continuity of essential services.
- Instructs, trains, evaluates, assigns and inspects work of other administrative, contracts, or purchasing personnel.
- Provides training, consultative leadership, and direction to organizational staff regarding procurement, contracting, negotiation strategy, risk management, and vendor performance management.
- Negotiates favorable contract terms; Addresses and mitigates risks associated with contract terms; Translates operational needs to contract language and measurable benchmarks.
- Manages vendor partnerships, establishing performance expectations, resolving disputes, ensuring accountability, and acting as a point of escalation for issues with service delivery or quality.
- Manages relationships with attorneys, auditors, and subject-matter experts to support effective and compliant procurement, contract negotiations, and service delivery.
- Recommends, implements, and enforces internal controls and record-keeping systems for purchasing and contracting, overseeing approval workflows and ensuring compliance with federal, state, program, and organizational requirements and regulations.
- Monitors and interprets changes in federal and state laws, regulations, and guidance (including data privacy and security requirements); translates requirements into clear procedures, contract language, training, and compliance programs that ensure organization-wide adherence.
- Provides executive-level leadership for multi-agency procurement organizations, such as the Education Technology Joint Powers Authority (Ed Tech JPA), including managing State compliance requirements, organizational bylaws, Board Meetings and other events, record keeping, and support for Board Members, staff, and organization participating members.
- Leads strategic planning for multi-agency and cooperative purchasing groups; analyzes past performance and trends, recommends strategies to support organizational growth and increasing value to members and partners; creates and implements action plans for improvement.
- Directs procurement activities for purchasing consortiums; Synthesizes input from organizational members to guide priorities and inform selection criteria for products; Establishes and adapts procurement calendars, templates, and procedures to reflect multi-agency needs.
- Prepares and delivers updates, presentations, Board agenda items and other records as directed.

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- Principles of supervision, training, and performance evaluations.

- Purchasing and contract negotiation principles, procedures, terminology, methods, practices, and public-sector requirements.
- Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts.
- Applicable laws, codes, regulations, policies and procedures, including Public Contract Code.
- Legal terminology and standard negotiation procedures and tactics.
- Current technology, software applications, office practices and procedures.
- Recordkeeping and report preparation techniques.
- Joint Powers Authority (public consortium) legal frameworks and requirements.

**Ability to:**

- Interpret, apply, and explain complex laws, rules, and procedures to diverse audiences
- Negotiate agreements and weigh risks to determine potential liability factors.
- Organize and manage multiple complex projects independently while meeting strict timelines.
- Communicate effectively in a clear and concise manner, both orally and in writing, to executive leadership and boards.
- Exercise sound judgment and resourcefulness in problem-solving and conflict resolution.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Driver's License.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in business, law, public administration, or a related field, and at least five (5) years of increasingly responsible experience directly related to legal compliance, contract negotiation, and public purchasing, including at least two (2) years in a supervisory capacity. School district experience is preferred.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Manual dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Frequently use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to read a variety of materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Extended periods of time walking or standing.
- Extended periods of time working on keyboard and viewing computer monitor(s).

**WORK ENVIRONMENT:**

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.