



SUPERVISOR, PURCHASING AND CONTRACTS

DEFINITION:

Under the general direction of the assigned supervisor, supervises, coordinates and participates in the acquisition of equipment, software, goods, and services. Leads the development, issuance, and award of formal bids, requests for proposals and informal procurements. Coordinates contract workflow and timelines, negotiates agreements, monitors legal and privacy compliance, and develops and disseminates related policies and procedures. Facilitates and supervises cooperative purchasing and contracting partnerships.

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

- Recommends, assists in development of and supervises implementation of purchasing policies and procedures in accordance with laws, regulations and District policies.
- Instructs, trains, evaluates, assigns and inspects work of other administrative, contracts or purchasing personnel.
- Leads the development, issuance, and award of formal bids, requests for proposals and informal procurements. Supervises and participates in the solicitation, evaluation, award and contracting process to ensure consistency with legal requirements, District standards, and best practices.
- May supervise and coordinate the governance, operational and procurement activities of cooperative purchasing entities or consortiums. .
- Develops, maintains and coordinates procedures and timelines for district and consortium procurements.
- Manages contract timelines and term dates, including proactive communication to contract originators and vendors, establishing timelines for review and negotiation of contracts to meet programmatic goals and prevent service disruptions.
- Maintains bid, request for proposal, and contract records in compliance with regulations; responds to audit requirements, public record requests, and other appropriate inquiries as needed to facilitate the procurement process.
- Guides, educates and supports administrators and staff in the procurement process, contract process, determination of risks, and negotiations with vendors.
- Oversees relationships with vendors pertaining to product selection, procurement, and contract fulfillment. Communicates with vendors regarding organization needs and procurement requirements. Proactively addresses and works to resolve conflicts arising from procurement or contract disputes.
- Supervises and reviews purchasing and contract transactions and requisitions for equipment, services, supplies and materials; verifies funding sources; determines vendor and price as necessary; monitors budget expenditures as needed.
- Coordinates with stakeholders to determine contract negotiation and product performance goals and priorities.
- Reviews proposed contracts and associated documents for legal and privacy compliance, risk factors, and business and educational interests of the district. Drafts and recommends contract language. Negotiates agreements on behalf of the district and cooperative purchasing entities.
- Supervise the installation of purchased goods and equipment and implementation of contracts as assigned.
- Develops suggestions and alternative methods for work simplification and cost reductions.
- Communicate effectively orally and in writing. Produce quality work, requiring minimal revision.
- Provides technical expertise, information and assistance to the administrator, staff, vendors and others regarding assigned functions; interprets, applies and explains rules, regulations, policies and procedures.
- Manages communications related to contracts, data privacy and procurements. Develops and updates related websites, correspondence, reference documents, policies and procedures to support the district and cooperative purchasing entities.
- Prepares Board agenda items and supporting materials as directed.
- May participate in and present in sessions at professional conferences.

- Engages with legal counsel as needed to facilitate procurement, contract negotiations and legal guidance related to assigned areas.
- Prepares a wide variety of materials such as purchase orders, reports, inventory records, correspondence, letters and other purchasing and contract forms and materials; prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities and personnel; researches and prepares a variety of legal documents and special projects as requested.
- Attends and participates in a variety of meetings and training; remains current on programs and issues, legislation, and legal frameworks that affect purchasing and contracts.
- Communicates with administrators, personnel, legal representatives, vendors, consultants and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles of supervision, training, and performance evaluations.
- Purchasing and contract negotiation principles, procedures, terminology, methods, practices, as well as legal requirements in the public sector..
- Sources of supply , commodity markets, marketing practices and commodity pricing methods and discounts.
- Public procurement and Public Contract Code.
- General materials and commodities used in the District.
- Current purchasing and stores procedures, including: receiving, inspecting, storing and distributing materials.
- Legal terminology and standard negotiation procedures
- Relevant safety practices and procedures.
- Applicable laws, codes, regulations, policies and procedures.
- Current technology, software applications, office practices and procedures.
- Recordkeeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.

Ability to:

- Manage multiple projects and delegate accordingly.
- Be self-directed to follow through on assigned tasks/projects.
- Perform complex record keeping and administrative work independently.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare bid and requests for proposals documents, write specifications.
- Learn and establish relationships with local vendors and sources of supply. Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Communicate effectively, in a clear and concise manner, both orally and in writing.
- Understand, carry out and give oral and written instructions.
- Coordinate complete record keeping.
- Assemble, organize and prepare data for records and reports.
- Weigh risks and determine potential liability factors
- Exercise sound judgment and be resourceful in problem solving.
- Use a variety of computer platforms such as database, spreadsheet and word processing applications.
- Demonstrate professional demeanor, attitude, and conduct across all areas of responsibility and authority.
- Effectively organize tasks and assignments for timely completion.
- Consistently maintain a satisfactory level of effort and progress relative to duties and responsibility.
- Consistently display a positive cooperative attitude.
- Meet schedules and timelines.
- Ability to consistently be accurate and detail-oriented when reviewing agreements, quotes and specifications.
- Travel to various sites within a reasonable timeframe using the employee's personal vehicle and/or district vehicle.

EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field, college level coursework or specialized training in purchasing, law, contracts, or related fields, and five (5) years of experience directly related to legal, contract negotiation, and/or purchasing activities/responsibilities. School district experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License.

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.

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