

ORANGE UNIFIED SCHOOL DISTRICT

PURCHASING & CONTRACTS SUPERVISOR

DEFINITION

Under the direction of the Director, Support Services, plans, coordinates and supervises the purchasing and contracting functions of the District; coordinates, trains, and supervises the work of the purchasing and contracts staff; evaluates the performance of assigned personnel; is responsible for all phases of procurement of supplies, equipment, and services; performs a variety of managerial and technical functions related to the preparation and processing of contracts, legal agreements, specifications, bids, and advertising in conformance with state and federal codes and other relevant laws including district policies; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This position classification is distinguished from similar jobs by the following characteristics: this is a management position that requires supervisory skills, exceptional organizational abilities and the capability to effectively prioritize many tasks. Duties require exercise of independent judgment and problem-solving skills. Incumbents are accountable for supervising, leading, coordinating, and overseeing purchasing and contract services and related activities.

ESSENTIAL DUTIES

- Plan, organize, coordinate and supervise all aspects of the procurement of goods and services.
- Acts in a lead capacity and provides technical guidance and leadership direction to assigned staff.
- Prepares work schedules and instructs others as necessary.
- Assists in the planning, organization, and coordination of department activities.
- Maintains professional and technical knowledge by attending educational workshops; reviewing publications.
- Confers with and advises site and District officials on contract requests, and on the development, preparation, interpretation, and revision of technical specifications for the procurement and lease of materials and services for compliance with law and District policies.
- Reviews bids from agencies/contractors for conformity to contract requirements and determines acceptable bids.
- Prepares award of contract and recommendations for contract award for approval by the Board of Education.
- Prepares change notices, amendments and schedule changes based on project changes; assists in investigations and resolutions of contract disputes.

- Manages contracts for public works projects, professional services and lease agreements.
- Arranges and participates in conferences between suppliers and District personnel.
- Maintains historical reference of suppliers, equipment and services by keeping records of items and services purchased, prices, delivery and shipping costs, and product or service acceptability.
- Assists the Director in evaluating, revising and implementing procedures of the office, and participates in the long-range planning of the contractual procurement program.
- Complies with Federal, State and local legal requirements by studying existing and new legislations; enforcing adherence to requirements; advises management on needed actions.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and methods of effective leadership.

Procedures, practices and regulations governing public and educational procurement.

Commodity markets, prices, and sources of supply.

Purchasing terminology, policies and practices governing public and educational purchasing.

Equipment and supplies used in a K-12 district.

Business software applications such as word processing and spreadsheet programs.

Interpersonal skills using tact, patience and courtesy.

Financial and statistical record keeping.

Oral and written communication skills.

Ability to:

Effectively and efficiently plan, organize, coordinate and supervise Purchasing staff and all aspects of the procurement of goods and services.

Perform and lead others in performing assignments.

Effectively oversee the work of others.

Understand, carry out and give oral and written instructions in a clear and concise manner.

Establish and maintain effective working relationships.

Ability to work without direct guidance of Director.

Report appropriate departmental activities to Director on a regular basis.

Apply laws, rules, regulations, and policies affecting purchasing operations and contracting aspects; interpret and explain these to District personnel, prospective bidders and agency representatives.

Analyze complex bid and contract documents.

Provide excellent customer service and interpersonal skills.

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.

Prepare technical contracts, correspondence and memoranda.

Establish and maintain cooperative and effective working relationships with others.

Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and expedite orders.

Operate a computer and appropriate software.

Speak effectively before groups.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Education:

Equivalent to the completion of a Bachelor's degree with specific college course work or training in business/contract law. Five years of relevant experience, preferably with a public or educational agency may be qualifying in lieu of the Baccalaureate degree.

Experience:

Two years of experience working with public works projects, contracts, and acquisition of a variety of supplies, equipment materials and/or construction activities.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

CPPB, CPPO, C.P.M., CPSM, or CPCM certification(s) are desirable.

Condition of Employment

Insurability by the District liability insurance carrier.