

## **Supervisor III, Purchasing and Contracts**

### **Purpose Statement**

The job of Supervisor III, Purchasing and Contracts is done for the purpose/s of planning, organizing, controlling and directing the purchasing and inventory functions of the County Office of Education including contracts, leases and insurance documents; with specific responsibility for supervising and implementing purchasing activities in compliance with mandated requirements; overseeing department staff and daily activities; responding to a range of inquiries regarding policies, procedures, regulations, or bid status; and achieving department objectives and goals within budget.

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### **Essential Functions**

- Administers and supervises bidding process and contracts for vendor performance/compliance within established limits (e.g. assist with preparing specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Assists County Office staff in the development of contracts and leases; receives, reviews, and processes income/expenditure contracts for goods, services, and real property leases with both public and private organizations.
- Ensure compliance with laws, established guidelines, and procedural requirements related to public contracting and purchasing.
- Assists auditors by providing requested information and documentation for the purpose of completing audits.
- Compiles data from a wide variety of sources (e.g. purchasing documents, vendors, staff, public agencies, etc.) for the purpose of analyzing issues, recommending changes and improvements to procurement processes, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Performs initial review of contractual issues and provides recommendations; communicates with legal counsel regarding complex issues on an as-needed basis with the approval of the Assistant Superintendent, Business Services.
- Assists with the review and updating of existing procurement policies, procedures, and practices for contracting for goods and services; assists with the formulation of new policies, procedures, and programs in accordance with applicable laws, ordinances, regulations, policies, and ethical standards.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Serves on teams responsible for establishing new sites and opening new schools, to include potential site visits, meeting with potential landlords and representatives, reviewing leases and assisting with negotiations, and meeting with departments to discuss planning, potential issues, furnishings, and equipment.

- Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds and compliance with internal, local, state, and federal laws in the acquisition of supplies, equipment and/or services.
- Issues, reviews, and approves staff-generated purchase orders, etc. (e.g. reviews and approves requisitions, RFB/CFB, RFP, RFQ, etc.) for the purpose of completing purchasing processes in accordance with established procedures.
- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vender files, property and liability insurance claims, special leasing insurance, capital inventory control system, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors (e.g. contractors, purchasing consortium, etc.) for the purpose of resolving purchasing and contracting issues and/or ensuring purchases are within state and district requirements/regulations.
- Oversees required processes (e.g. orders, requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies, equipment, asset inventory, and services, etc.) for the purpose of acquiring necessary resources to support districts operations.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information (e.g. policies, procedures, contracts, contract templates standard T&C's, FAQs, checklists, manuals, etc.) for the purpose of documenting processes and activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Presents information on administrative procedures, services, regulations, etc. (e.g. leads procurement staff, etc.) for the purpose of training, supervising, and orienting other personnel and/or disseminating information to appropriate parties.
- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Researches contracts, suppliers, equipment, new products, laws, and regulations for the purpose of analyzing and maintaining information for County Office-wide services and compliance.
- Responds to inquiries from a variety of internal and external sources (e.g. contractors, administrators, vendors, purchasing consortium, etc.) for the purpose of providing information, direction, resolving issues, and/or appropriate referrals on procedures and regulations; responds to inquiries from school district personnel to provide information regarding SDCOE procedures and regulations.
- Trains, supervises, and evaluates the performance of assigned staff; determines workload priorities and adjusts assignments as needed to meet established timelines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying federal, state, and SDCOE laws and policies, negotiation skills, operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships; analyzing budgets; analyzing data; auditing financial reports; classifying data and/or information; performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read, review, and interpret technical information, compose a variety of documents, and/or facilitate group discussions; analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: contract management, personnel processes; thorough understanding of pertinent codes, policies, regulations and/or laws; federal and state purchasing regulations; education code; and budget management and accounting; accounting practices; accounting/bookkeeping principles; bookkeeping practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; keyboarding; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze complex issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ability to read, understand, and interpret complex documents, laws, regulations, and grant documentation; use understanding of need, laws, regulations, and policies to customize contract clauses to fit specific needs; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality; accuracy and attention to detail; setting priorities; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services. The nature of this position and subsequent duties carry a potential for exposure to litigation, audit findings, and loss of grant funding.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience** Four (4) years of increasingly responsible contracts and purchasing experience. Public agency, school district, or county office of education experience is preferred. **Education** Bachelor's degree in public administration, business administration, or job-related area.

Equivalency A combination of education and experience equivalent to a bachelor's degree in public or business administration, and four (4) years of increasingly responsible contracts and purchasing experience.

Required Testing

N/A

Continuing Educ./Training

N/A

Certificates

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

Established: 19xx

Revised: 6/16, 9/18

Approved by the Personnel Commission: 19xx