



PERSONNEL COMMISSION

Class Code: 0767
Salary Range: 55 (M2)

PURCHASING AND CONTRACTS DIRECTOR

JOB SUMMARY

Under administrative direction, to plan, organize, direct and manage the Purchasing Branch in the purchase, storage, and distribution of a wide variety of supplies, furniture and equipment, the negotiation, preparation and administration of contracts, bidding and management of Public Works Contracts, the operation of the district's duplicating services unit, the Civic Center use and rental of district facilities, the operation of the district's furniture replacement program, the coordination of the district's recycling program and to do related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plans, recommends, and has overall responsibility for programs, policies, and goals for the acquisition and control of equipment, furniture, books, audiovisual materials and supplies, and their distribution. **E**
- Prepares comprehensive logistical plans for purchasing, receiving, material control, warehousing, order filling, scheduling, delivering, and return of materials. **E**
- Maintains complex systems for ordering, distributing, and controlling district materials including an inventory of moveable equipment. **E**
- Directs the preparation of requests for price quotations, scheduling of bid openings, analysis of bids, testing of samples, and recommending of bid awards. **E**
- Prepares and processes Emergency Resolutions for Board of Education and County Office of Education approvals. **E**
- Prepares and processes all formal bids for construction, as well as non-construction, evaluates and recommends awards for Board of Education approval. **E**
- Insures that purchases are made in conformity with provisions of applicable laws and regulations. **E**
- Directs the receipt, inspection, storage, and distribution of supplies, furniture and equipment through the General Stores Central Warehouse. **E**
- Coordinates with other divisions on standardization of instructional equipment and supplies, resulting in district-wide policies. **E**
- Maintains liaison and communication between the Business Services Division and other divisions, departments, and schools relative to contracting, purchasing, duplicating, use of facilities, warehousing, and distribution needs. **E**

- Plans and directs the negotiation, preparation and administration of contracts. ***E***
- Supervises the district's duplicating services unit. ***E***
- Directs Civic Center use and rental of district facilities in accordance with adopted district policies and regulations. ***E***
- Plans and implements inservice training programs; supervises the preparation of procedures and manuals related to standards for effectively furnishing schools with equipment, furniture, books, and supplies. ***E***
- Plans, organizes, directs, and manages the work of employees assigned to the Purchasing Branch through subordinate managers. ***E***
- Analyses and recommends on improvements to internal procedures. ***E***
- Prepares budget recommendations for the Branch. ***E***
- Maintains computerized systems for purchasing and warehouse programs. ***E***
- Performs other routine or special assignments as directed by the Financial Services Officer. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Purchasing and Contracts Director directs the purchasing, storage, and distribution of supplies, furniture, and equipment used throughout the district, the preparation and administration of contracts, the operation of the duplicating services unit, the Civic Center use of district facilities, and assumes administrative responsibilities as delegated.

EMPLOYMENT STANDARDS

Knowledge of:

Legal requirements governing purchasing procedures, formal bidding requirements, contractual agreements, and business functions in the district as contained in the California Education Code, Public Contract Code, Civil Code, and other applicable laws and regulations.

Principles, terms, and commonly used procedures and practices in business management.

Types and sources of supplies, materials, furniture, equipment, and services used in a large school district.

Legal terminology related to contracts.

Legal requirements relating to public construction projects.

Principles of budget and accounting.

Computerization of purchasing and warehouse systems.

Warehousing methods for inventory movement and accountability.

Internal controls for purchasing and warehouse facilities.

Ethics as related to purchasing policies and procedures.
Government accounting requirements for fixed asset control.

Ability to:

Provide leadership and direction to the comprehensive program of contracting, purchasing, material control, and warehousing operations;
Analyze problems, make decisions, and be responsible for those decisions;
Communicate effectively, both orally and in writing with staff and community.
Develop and comprehend legal documents, applicable to school construction, real estate and a variety of other contractual agreements for services, products, furniture and equipment.

Education and Training:

Graduation from a recognized four-year college with a major in public or business administration, or a closely related field.

Experience:

Five years of increasingly responsible experience in contract administration and the purchasing of a wide variety of equipment, furniture and supplies using prepared specifications as a basis for formal bidding, and including at least three years directing employees in diverse and complex purchasing, contractual agreements and warehouse functions.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

SPECIAL REQUIREMENTS

At the time of appointment, a successful candidate must be in possession of a current California Driver's License and have a safe driving record.

WORKING ENVIRONMENT

Office and warehouse environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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