



PERSONNEL COMMISSION

Class Code: 0777
Salary Range: 46 (M2)

ASSISTANT PURCHASING AND CONTRACTS DIRECTOR

JOB SUMMARY

Under the direction of the Purchasing and Contracts Director, assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch including the purchase of supplies, books and equipment, central warehousing services, reprographic services, bidding and preparation of contracts and civic facilities use; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

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.

- Assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch including the purchase of supplies, books and equipment, central warehousing services, reprographic services, bidding and preparation of contracts and civic facilities use; assure compliance with applicable laws, codes, rules and regulations. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate departmental staff training. **E**
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; advise administrators and other staff regarding a variety of activities such as the purchasing of supplies, fixed assets, contracts and warehousing services. **E**
- Oversee and direct the methods of receipt, storage, issuance and distribution of stock at the District warehouse; plan activities related to the operation of the central receiving and central standard stock warehouse including periodic stores inventory. **E**
- Coordinate bid openings and analysis of bids; provide contractor and vendor award recommendations to the Director and other administrators; oversee the preparation and issuance of standard or specialized purchasing specifications and related bid publicity; review and authorize comparative pricing and quotations. **E**
- Oversee the annual inventory and adjustments of District fixed assets; research District files and records for pertinent data and information related to fixed asset

- control as needed. *E*
- Oversee and direct the process of permit application, approval and scheduling the use of District facilities by various community organizations and groups under the Civic Center Act. *E*
- Oversee and direct the District's duplicating and reprographics operations. *E*
- Participate in directing the negotiation, preparation and administration of contracts such as public works, property rents and leases and hiring of consultants; confer with legal counsel as necessary regarding disputes between the District and vendors; serve as the District's Labor Compliance Officer related to construction contracts. *E*
- Assist in developing and preparing the annual preliminary budget for the Purchasing and Contracts Branch; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Provide technical expertise, information and assistance to the Director regarding assigned functions; advise the Director of unusual trends or problems and recommend appropriate corrective action; participate in developing policies, procedures and long and short-term programs to assure an economical, safe and efficient work environment. *E*
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; analyze data and submit reports for Board of Education approval as directed. *E*
- Operate a computer and assigned software including computerized financial, warehousing and distribution systems; drive a vehicle to conduct work. *E*
- Attend and conduct a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Serve as the Purchasing and Contracts Director in the absence of the Purchasing and Contracts Director as necessary. *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

Incumbents in the Assistant Purchasing and Contracts Director position assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch including the purchase of supplies, books and equipment, central warehousing services, reprographic services, bidding and preparation of contracts and civic facilities use. Incumbents oversee and direct the daily activities involved in the delivery of services within various units of the Branch.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of the Purchasing and Contracts functions of the

District.

Principles, methods, practices and procedures of purchasing and warehousing activities.

Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts.

Warehousing procedures, material handling, inventory control and distribution.

Internal controls for purchasing and warehouse facilities.

Ethics of purchasing policies and procedures.

Equipment, supplies and materials used in a school district.

Principles and practices of supervision and training.

Applicable laws, codes, rules and regulations related to assigned activities.

Budget practices regarding preparation, monitoring and control.

Record-keeping and report preparation techniques.

District organization, operations, policies and objectives.

Operate a computer and assigned software including computerized financial, warehousing and distribution systems.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch.

Interpret and apply current State education and public contract codes, provisions and county council opinions pertinent to purchasing.

Develop and interpret legal documents applicable to school construction, real estate and other contractual agreements for services, products, furniture and equipment.

Interpret market prices and trends.

Supervise and evaluate the performance of assigned staff.

Assist in the development of and administer assigned budgets.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Accept and carry out responsibility for direction, control and planning.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Prepare comprehensive narrative and statistical reports.

Operate a computer and assigned software systems.

Plan and organize work.

Prioritize and delegate work effectively.

Identify present and potential issues and develop and evaluate alternative solutions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in public administration, business administration or a closely related field.

Experience:

Four years of experience in purchasing, warehousing and contract administration in a large organization including one year in a supervisory or management capacity. Experience within an educational or governmental agency is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of application.

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.