

JOB DESCRIPTION

San Diego County Office of Education

PURCHASING/CONTRACTS SPECIALIST

Purpose Statement:

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

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare 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 auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.
- Issues 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.

- Corrects budget string on purchase orders to match account codes for accurate accounting and tracking.
- Maintains purchasing information, files and records (e.g. forms to document the details of the asset, tags, serial number noted, annual physical inventory count, 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 issues and/or ensuring purchases are within state and district requirements/regulations.
- Oversees required processes (e.g. asset inventory, setting up files, etc.) for the purpose of acquiring necessary resources to support districts operations.
- Participates in unit 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, purchase order requisitions, reports etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements (Administrative Regulations and Public Contract Code).
- Presents information on administrative procedures, services, regulations, etc. (e.g. technical expertise, government regulations, etc.) for the purpose of training, supervising, and orienting other personnel and/or disseminating information to appropriate parties for purchasing, contracts, leasing, bids insurance and asset inventory.
- Serves as query manager for asset management system, writes, updates, and modifies queries to pull specialized reports for department needs; trains staff on changes in assigned asset management system.
- Researches best practices and makes recommendations for improving and standardizing functionality, reducing costs, increasing efficiency, completeness, and timeliness.
- 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 and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines.
- 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 and/or appropriate referrals.

Other Functions:

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

Job Requirements:

Knowledge and Abilities:

KNOWLEDGE of:

Federal and state purchasing regulations;
Education code;
Budget management and accounting;
Accounting practices;
Accounting/bookkeeping principles;
Bookkeeping practices;
Business telephone etiquette;
Codes/laws/rules/regulations/policies;
Concepts of grammar and punctuation;
Practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Schedule activities; gather, collate, and/or classify data;
Use basic, job-related equipment;
Communicate with diverse groups;
Meet deadlines and schedules;
Work as part of a team;
Flexible to changing conditions;
Work with multiple projects;
Deal with frequent interruptions and changing priorities;
Maintain confidentiality;
Set priorities;
Work with detailed information/data.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A bachelor’s degree in business administration, public administration, or related field.

Experience: Four (4) years purchasing experience including bid preparation, working with vendors to negotiate contracts, and serving as a technical resource to staff. Public agency purchasing experience is required. School district or county office of education purchasing experience is preferred.

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in business administration, public administration, or related field and four (4) years purchasing experience including bid preparation, working with vendors to negotiate contracts, and serving as a technical resource to staff. Public agency purchasing experience is required. School district or county office of education purchasing experience is preferred

Required Testing

N/A

Certificates, Licenses, Credentials

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management Grade 030

Personnel Commission Approved: June 21, 2023