

DIRECTOR OF PURCHASING AND CONTRACT SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M8	05/01/11	Classified Management	1 of 2

DEFINITION:

Under direction of the Vice Chancellor, Administrative Services or designee, the Director of Purchasing and Contract Services plans, organizes, coordinates, directs and evaluates a variety of general services for the District, including purchasing, contract administration and compliance, inventory control, storage and delivery of District equipment, mail, services, supplies and materials according to established guidelines and assures compliance with District, state and federal legal requirements; trains, supervises and evaluates the performance of purchasing, warehouse and other assigned staff.

The Director of Purchasing and Contract Services is responsible for negotiating contracts and determining allocation to proper department funds; preparing analysis of bid results and recommending a course of action to District administration and the Governing Board, and preparing all documents with vendors and contractors.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supervises, trains, and evaluates the staff of the purchasing and contracts department to provide efficient and effective operations. Fosters an environment of continuous improvement.
- Develops, recommends and updates purchasing objectives, policies, procedures and methods according to District policy, needs and legal requirements; maintains current information of the applicable regulations affecting purchasing.
- Interviews vendors and analyzes prices and market trends to determine best source of supply, availability, prices, quality and technical information; obtains and analyzes verbal or written quotes/bids and places orders according to established procedures.
- Develops, reviews and prepares bid specifications and bid packages for a variety of purchases of goods and services, including public works projects; provides assistance to District administrators in preparing bid specifications and packages for the purchase of technical or specialized items or equipment.
- Conducts bid openings, analyzes bids or quotations received and prepares bid result reports for presentation to Board for award; recommends award of contracts or placement of purchase orders; prepares fact sheets regarding purchases for Governing Board; notifies vendor of outcome of Board award; obtains receipt of bonds and/or insurance verification from vendor as required.
- Reviews and evaluates contract provisions. Advises on interpretation of contracts and procurement agreements.
- Writes contracts and purchase orders for services and supplies; provides information and assistance to District personnel regarding contract administration and compliance, purchasing needs, procedures and problems.
- Assures that purchase requisitions are reviewed, analyzed and verified for completeness, accuracy and compliance with bid requirements, funding requirements, and District policy.
- Administers efficient warehousing operations.
- Prioritizes and facilitates disposal of District property that is excessive.
- Directs the purchase, inventory control and storage of District equipment, services, supplies and materials according to established guidelines and legal requirements.



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- Serves as contract administrator and assures compliance for all District contracts; ensures that contractors meet the terms and conditions of the contract as agreed.
- Prepares and administers assigned budgets; prepares recommendations and justifications regarding budget requests; authorizes expenditures according to District policies and applicable regulations.
- Attends Board and college committee meetings as appropriate to serve as resource when purchasing decisions are under discussion.

MINIMUM QUALIFICATIONS

Knowledge of:

- Business administration and personnel supervision.
- Budget and finance in a governmental or non-profit setting.
- California Code governing public purchasing and contracting.
- Principles of California Education Code, Health and Safety Code, Labor Code, Public Resources Code, Revenue and Taxation Code, Government Code, Business and Professions Code, Civil Code.
- Familiarity with a variety of educational and construction purchasing needs.

Ability to:

- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
- Communicate effectively both orally and in writing, including complex proposals.
- Principles of supervision and training.
- Make sound personnel and business decisions.
- Develop and implement appropriate District purchasing policies.
- Ability to analyze situations accurately and adopt an effective course of action.

Education and Experience:

Graduation from an accredited college or university with a BA in Business, Public Administration or other related field.

Five years of increasingly responsible purchasing experience.

Three years of experience at a supervisory level.

Sensitivity to and understanding of diversity in the workplace and educational environment.

Preferred Qualifications:

Certified Purchasing Manager (CPM) preferred.

Public education purchasing experience preferred.

Including work in an organization responsible for public works and capital improvements.