



## ALVORD UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

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### **PURCHASING & CONTRACTS MANAGER** (Classified Management Salary Range 4, plus benefits)

#### **DEFINITION:**

Under the direction and supervision of the Chief Business Officer, plans, directs manages, supervises and leads the daily operational activities of the Mailroom & Purchasing Departments within the Business Services Division; performs related duties and responsibilities as assigned.

**WORK YEAR:** 12 months

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties listed below are intended to describe various types of leadership roles and work that may be assigned & performed. The omission of specific statements of duties does not exclude them from other assignments given to the position.*

1. Plans, organizes, directs, and supervises the purchasing functions of the district.
2. Plans, organizes, directs, and supervises the mailroom functions of the district.
3. Provide leadership, supervision, support, and evaluate the work of assigned staff.
4. Assists in establishing purchasing department policies and procedures in accordance with federal, state, and district laws, policies, and regulations.
5. Assures compliance with established guidelines and procedures.
6. Oversees the preparation of purchase orders & contracts.
7. Oversees bids, notices, and related advertisements.
8. Prepares Board reports related to purchase orders and warrants, bids for approval, and requests for leases.
9. Administers the development of and monitors contracts for services, leases, independent consultants, supplies, and equipment.
10. Resolves issues related to shipments, receiving errors, damaged goods, and goods received which do not meet desired specifications, and billing problems.
11. Reviews complex contracts, leases and purchasing agreements with legal counsel, as needed.
12. Establishes procedures for the formal bid process; ensures the adherence to State laws and local procedures; develops and analyzes complex bid specifications; establishes procedures and guidelines for bid specifications.
13. Analyzes bids received and assists in making recommendations to the Chief Business Officer, on awarding bids and contracts.
14. Responsible for district Fixed Assets inventory and reporting.
15. Demonstrates strong technology skills, including the use of appropriate software.
16. Performs other duties as assigned that support the overall objective of the position, the department, division, and district.

**MINIMUM QUALIFICATIONS:**

The position requires the following:

**Knowledge of:**

- Principles and practices of leadership, supervision, and training
- Principles and practices of purchasing
- Principles and practices of governmental contracts
- Federal, state and local rules, regulations, and policies affecting school district purchasing & contracts activities
- Provisions of the Education, Government, and Public Contracts Code
- The California School Accounting manual
- School financial software and standard software applications
- Technical aspects of school district purchasing & contract administration

**Ability to:**

- Monitor and ensure efficient operations for departments assigned
- Prepare work plans, schedules, and reports to meet timelines
- Establish and maintain positive and effective working relationships
- Deal tactfully and effectively with school district officials, employees, and vendor representatives
- Learn and interpret laws, rules, policies, and regulations affecting school district purchasing and contracts operations
- Establish procedures for the formal bid process
- Administer the development of contracts and leases
- Prepare clear specifications in accordance with established procedures
- Prepare and present oral and written reports
- Make mathematical calculations accurately
- Understand and carry out oral and written directions
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and present effective changes to operational activities
- Conduct staff meetings and present in-service training, as required
- Select, train, supervise, and evaluate staff
- Communicate effectively in both oral and in writing
- Work independently and exercise good judgment
- Maintain confidentiality of sensitive information

**Education/Experience:**

- AA degree required with a major in business administration or other related fields. Bachelor's degree preferred. Additional qualifying experience, as approved by the District, maybe substituted for up to two years of the required education on a year for year basis.
- Four years of increasingly responsible purchasing & contract administration experience, and familiarity with governmental accounting principles and procedures
- Two years of increasingly responsible supervisory experience in a purchasing capacity
- School district experience is highly desired

**Other:** Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment.

## **WORKING CONDITIONS**

### ***Environment:***

- Office and outside work setting
- Subject to frequent interruptions and daily contact with district staff and the public
- Frequent driving to various sites, training facilities, and/or other locations as needed

### ***Physical Abilities:***

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard and office equipment
- Sitting, walking and standing for extended periods
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally

### ***Hazards:***

- Working with and around office equipment having moving parts.
- Occasional contact with concerned or troubled employees, students, parents, and members of the public.