

**PURCHASING & CONTRACTS SUPERVISOR****DEFINITION:**

Under the supervision of the Director of Fiscal Services, responsible for planning, organizing, supervising and directing functions related to the acquisition, inventory, and delivery of District equipment and supplies in accordance with informal and formal bidding procedures; prepares specifications and contracts for services and supplies; to prepare, maintain and process financial and statistical records and reports related to District purchasing functions; to oversee fixed assets and inventories of district property; trains and evaluates the performance of assigned personnel and performs other related work as required; and to perform a variety of support services and coordination of District purchasing and contracting functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and supervise all aspects of procurement of goods and services.
- Review incoming purchase requisitions.
- Confer with and advise site and District staff on contract requests, and on the development, preparation, interpretation, and revision of technical specifications for the procurement and lease of materials and services for compliance with law and District policies. Review bids from agencies/contractors for conformity to contract requirements and determine acceptable bids.
- Conduct bid openings, prepare award of contract and recommendations for contract awards for approval by the Board of Education.
- Serve as technical expert to sites and District staff in evaluating contracts and purchasing agreements.
- Conduct inquiries from vendors, other school districts, County Office of Education, etc. for the purpose of establishing the best sources for needed supplies and equipment.
- Maintain fixed assets and furniture and equipment inventory for the purpose of maximizing District resources.
- Maintain records for the purpose of providing required documentation and audit trail for compliance.
- Develop calendars to ensure timely ordering of goods and services to meet the needs of sites and departments.
- Organize and direct the district recycling program as well as redistribution/disposal of surplus property. Ensure district property is recycled, redistributed and disposed of in accordance with Board policies. Supervise and evaluate Purchasing personnel; provide staff training as needed
- Assist the Director of Fiscal Services in evaluating, revising and implementing procedures of the office, and participate in long-range planning of the contractual procurement program.
- Comply with Federal, State, and local legal requirements by understanding existing and new legislations; enforcing adherence to requirements; advise management on needed actions.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Public contract, government, civil, labor, education and uniform commercial codes, Board of Education policies, and general principles, procedures and legal requirements of stores management and school district purchasing; techniques to prepare bids and contracts and to purchase supplies, materials and equipment commonly used in a school district; principles of contract administration; sources of supply, marketing practices, computerized and Internet purchasing, commodity pricing methods and discounts; inventory identification and control; surplus property sale and disposal techniques and statutory

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requirements; recycling and records storage and retention programs and practices; personal computer and related software; principles of modern office management and organization; principles of supervision and training.

Ability to:

Plan, organize, and direct complex purchasing bids and contracts; manage, supervise, motivate and train personnel; exercise good judgment regarding the appropriate quality and quantity of supplies and equipment; keep current on interpretation of codes, laws, safe production and storage criteria; communicate effectively both orally and in writing including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Five years of experience that has provided the applicant with the knowledge and abilities listed above. Three years of supervisory experience. Public school district experience preferred.

Education:

A bachelor's degree from an accredited college or university.

Physical Performance Requirements:

Frequent lifting of up to 25 pounds with or without assistance. Frequent sitting, standing or walking with bending, stooping, squatting and twisting.

Licenses:

Possession of a valid California Driver's License.

Board Approved: December 9, 2014

Revised: September 17, 2019, Pending approved October 17, 2019