

ORANGE UNIFIED SCHOOL DISTRICT

DIRECTOR, CONTRACTS AND PURCHASING

DEFINITION

Under direction of the Assistant Superintendent, Business Services, the position of Director, Contracts and Purchasing, supports the educational programs of the District by directing, planning, leading, and organizing the District activities and functions of contracts, purchasing, warehousing, mailroom, printshop, and deliveries.

REPRESENTATIVE DUTIES

- Develop, implement and communicate procedures related to receiving, storage, delivery, warehouse inventory control, mail services, and fixed assets management.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Oversee and implement the administration of vendor contracts and the competitive bidding process, including bidding, RFQ/Ps, contracts, and procurement related to construction requirements under the Facilities and Planning Department and District Bond Program.
- Oversee and implement the negotiation, analysis, recommendation, and preparation of District bids, leases, and contracts with outside vendors.
- Direct and implement the preparation of specifications, bids, and quotations for a variety of purchases, using available cost saving techniques, such as California Multiple Awards Schedule (CMAS) and cooperative bids in conjunction with other agencies.
- Direct, plan, organize, and implement the purchase, receipt, warehousing, and distribution of all supplies and equipment in accordance with all legal requirements and District procedures and policies.
- Direct, plan, organize, and coordinate the inventory of District equipment and related property assets, and dispose of obsolete equipment and other related property assets as necessary.
- Confer with legal counsel as necessary concerning complex contractual issues and matters related to actual or potential litigation.
- Provide guidance with the drafting of legal documents, resolutions, applications, and other similar items upon request, providing approval as to legality and form.
- Draft, review, and approve vendor and construction contracts, architectural agreements, and outside consultants for the District.
- Prepare Board agenda items and presentations as appropriate or necessary.
- Serve as a technical expert to sites and District departments in evaluating contracts and purchasing agreements.
- Oversee and monitor the departmental annual budgets and budget planning activities for the contracts, purchasing, warehouse, mailroom, printshop, and delivery functions.
- Confer with sites, department heads, and staff to determine purchasing needs.
- Provide guidance on matters relating to Developer Fees, Bond funds, and Mello-Roos funds.

**ORANGE UNIFIED SCHOOL DISTRICT
DIRECTOR, CONTRACTS & PURCHASING**

- Evaluate, supervise, and counsel members of staff to improve employee performance ensuring staff adherence to District, state, and federal educational and professional standards.
- Establish, maintain, and nurture professional relationships with parents, community members, students, and school related outside agencies.
- Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel.
- Participate in personnel management functions, including the recruitment, selection, supervision, evaluation, retention, and separation of personnel.
- Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
- Support and assist assigned personnel in the completion of duties and activities related to the accomplishment of departmental and District goals.
- Other related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Applicable sections of the Education Code and other applicable laws and collective bargaining agreements.
- Practices and procedures of efficient organization and supervision.
- Practices, procedures, techniques, and strategies for determining operational effectiveness.
- Principles and practices of supervision and training.
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness.
- Human relations, conflict resolution strategies and team building principles and techniques.
- Record-keeping and report preparation techniques.
- Effective oral and written communication skills.
- Use of current and emerging technologies related to the assignment.
- Processes, procedures, and legal requirements of school district purchasing, leases, bids, and contracts, including those related to construction requirements under the Facilities and Planning Department and District Bond Program.
- Supplies, materials, and equipment commonly used in a public school setting.

ABILITY TO:

- Direct, manage, supervise, and implement the functions and activities of a contracts, purchasing, warehouse, mail delivery, and printshop department for a school district.
- Monitor and/or develop programs or mechanisms to improve organizational efficiency.
- Demonstrate effective, organizational, and administrative leadership.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Supervise, evaluate, and discipline subordinates.
- Establish, maintain, and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
- Analyze and evaluate data for specific use.

**ORANGE UNIFIED SCHOOL DISTRICT
DIRECTOR, CONTRACTS & PURCHASING**

- Demonstrate organizational, time management, analytical, and problem solving skills.
- Communicate effectively both orally and in writing using tact and diplomacy.
- Train and instruct others in performance of their duties.
- Understand and carry out oral and written instructions.
- Use interpersonal skills with tact, patience, and courtesy; maintain confidentiality.
- Prioritize workload and conflicting demands.
- Prepare and deliver oral presentations.
- Establish and maintain reports and records.
- Prepare accurate and complete specifications, bids, records, and reports.
- Comply with District standards, as outlined in Board Policy and Administrative Regulations.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of progressively responsible professional experience involving purchasing, contracts, and related functions for a public or educational agency, including two years of experience in a supervisory or management capacity.

Education:

Bachelor's degree or higher from an accredited college or university, including training in business administration, public administration, planning, facilities and/or construction management or an otherwise related field.

LICENSES OR OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License.
Insurability by the District liability insurance carrier.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.