



**Orange County OCDE
Human Resources OCDE
Classified Management Class Specification**

Manager, Purchasing and Contracts

Class Code: 1054

Work Days: 225

GENERAL PURPOSE

Manage, supervise, plan, analyze, evaluate, and coordinate district-wide contracts and purchasing functions within the Administrative Services Division; coordinate assigned activities with other units, divisions, outside agencies and the general public; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general direction from higher level management staff.
2. Exercises direct supervision over managerial, professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Assist in the development and implementation of goals, objectives, policies, priorities, and strategic plan for contracts and purchasing services; identify resource needs; and recommend and implement policies and procedures.
2. Assist in administering the organization, staffing, and operational activities for the Purchasing/Contracts Unit.
3. Manage the process for the development and implementation of contracts with contractors, consultants, and various other agencies providing services for the Orange County OCDE of Education (OCDE).
4. Manage and maintain the purchasing process related to sources of supplies, materials, equipment, and services; evaluate quality and price of products and services; negotiate with contractors, vendors, and others.
5. Ensure that contracts and purchasing services are performed in compliance with OCDE policies, procurement and contract law, and any other local, state, and federal legal requirements; and coordinate efforts with legal counsel in the review and approval of contractual agreements.
6. Act as liaison for the OCDE, district staff, and contracting agencies.
7. Provide technical expertise, guidance, advice, and assistance to OCDE staff, school districts, and contractors.
8. Develop, prepare, and evaluate Requests for Proposal (RFPs), change orders, and bid specifications for various goods and services, including public works projects; review final documents, terms, and

conditions; determine selection process; and ensure legal compliance.

9. Establish and maintain various files, including contracts, agreements, leases, purchase requisitions, and purchase orders executed by OCDE.
10. Issue purchase orders for the purpose of facilitating on-site ability to acquire required supplies and/or equipment.
11. Provide assistance to higher-level management staff on various projects: research issues, compile and analyze data, develop reports, respond to requests for information, and make recommendations.
12. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
13. Identify opportunities for improving service delivery methods and procedures, review with appropriate management staff, and implement improvements.
14. Coordinate services with those of other divisions and outside agencies and organizations; provide staff assistance to the higher level management staff; and prepare and present reports.
15. Attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of contracts and purchasing services.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Modern and complex principles and practices of contracts and purchasing.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Pertinent federal, state, and local laws, codes, and regulations.
5. Applicable sections of the State Education Code, the Public Contract Code, and other applicable laws, practices, and procedures.
6. Automated financial purchasing and database systems.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain local, state, and federal laws and regulations.

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6. Develop and present training materials.
 7. Prepare clear and concise correspondence, reports, and other written materials.
 8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 9. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in business or public administration or a related field and four (4) years of experience involving contract administration and procurement for an educational or public agency or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.