

**CLASS SPECIFICATION**  
**Deputy Director, Purchasing and Contracts**

FLSA Status: Exempt  
EEOC Job Category: Officials and Administrators  
Union Representation: Unrepresented

**GENERAL PURPOSE**

Under policy direction, plans, directs, manages, evaluates and oversees the activities of staff engaged in preparing, reviewing and processing District contracts, formal bids, requests for qualification and requests for proposal, purchase orders, purchasing operations and warehouse operations; establishes policies and procedures for multiple work groups within the department; ensures purchase order, contract, formal bid, RFP and RFQ activities comply with federal, state and local codes, regulations, laws and policies; manages District warehouse personnel involved in receiving, inventory, storage, disposal, and distribution of stock, equipment and supply items; manages purchasing staff involved in procurement of goods and services; acts as an interface with legal entities related to assigned responsibilities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Deputy Director, Purchasing and Contracts is responsible for directing, managing, reviewing and supervising the activities of assigned work units within the Purchasing and Contracts Department. Responsible for contracts, formal bids, RFQs and RFPs, purchasing of goods and services, and warehouse activities. The incumbent is responsible for establishing and implementing contracting and formal bid, RFQ and RFP, purchasing and warehouse policies and procedures, ensuring contract, formal bid, RFQ and RFP, purchasing and warehouse activities comply with federal, state and local codes, regulations, laws and policies, and developing and maintaining the District's Purchasing Procedures Manual. Duties and responsibilities are carried out independently within the framework of established policies, procedures and guidelines, management guideline, and federal and state regulations. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual departmental budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve program and District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to

recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's classified human resources policies and procedures and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, directs, manages, evaluates and oversees the activities and staff of the purchasing and contracts management department; supervises, directs and participates in the preparation, review and processing of District purchase orders and contracts; ensures compliance with federal, state and local codes, regulations, laws and policies governing purchasing and contracting processes.
5. Manages the District warehouse including receiving, inventory, storage, disposal, and distribution of stock equipment and supply items.
6. Directs development and preparation of bid specifications, requests for qualifications, requests for quotation, requests for proposals, purchase orders, and contracts for the purchase or rental of goods and contracting for services and other third party contracts; determines and selects appropriate contract requirements, such as deliverables, payment schedules, penalties, insurance requirements and dispute resolution procedures; ensures bid, purchasing and contracting processes comply with advertising and bidding requirements. Utilize and manage both formal and informal bidding procedures for all public works and other contracts. Arrange cooperative purchasing agreements with county, state and other government agencies.
7. Prepares and maintains District-wide policies and procedures for contract development, formal bidding processes, and purchasing; conducts training workshops to provide information regarding contract development, formal bidding and purchasing processes and procedures.
8. Provides technical expertise and guidance on contract, formal bid, RFQ, RFP and purchasing issues; interprets and explains applicable laws, regulations, codes and policies to District management and staff; confers with legal counsel as needed on contracting and purchasing issues. Conducts and participates in substitution hearings as requested by contractors.
9. Maintains and updates purchasing and contract files; distributes contract documents to parties at interest and upon request; maintains and updates records and files of executed contracts and completed formal bidding assignments and purchasing documents.
10. Meet with and interview vendors/suppliers/consultants to negotiate contract terms and conditions, review and analyze new product and service offerings, advise vendors of District policies and procedures and establish parameters for doing business with the District. Determine best source of supply and reliability of vendor. Organize, attend, and may conduct product testing, demonstrations, and job walks for procurement projects.
11. Direct and review preparation of recommendations for Board actions as they relate to contract, surplus, and procurement activities. Establish calendar of due dates in accordance with Board meeting dates for the bond management team.

12. Research, prepare, review and report on a variety of information relating to purchasing and contracting activities.

#### **OTHER DUTIES**

1. Conducts special studies and analyses; develops and prepares reports and documentation; performs special projects as requested.
2. Acts in the absence of the Director, Business Support Services as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices and methods used in public agency competitive bidding, purchasing, surplus and contract administration.
2. Federal, state and local laws and regulations governing public sector award and administration of contracts, including applicable sections of the Public Contract Code (PCC)
3. Principles, practices and techniques of drafting and administering complex purchase, rental, service contracts, and other third party contracts and enforcing contract provisions.
4. Materials handling, inspecting, storing, inventory control and distribution of warehouse operations, procedures, equipment and terminology.
5. Research methods and statistical data analysis techniques.
6. Office and records management practices and procedures.
7. Principles and practices of sound business communication.
8. Principles and practices of effective management and supervision.
9. District classified human resources policies and procedures and labor contract provisions.

##### **Ability to:**

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies related to the assignment.
2. Organize, set priorities and exercise independent judgment within areas of responsibility.
3. Analyze and evaluate bid proposals, specifications and other contract documents including applying financial analysis to contracts to determine financial impact.
4. Direct supervision of District warehouse involved in inventory, storage, document retention and destruction, and distribution of stock, equipment and supply items.
5. Draft clear, well-defined proposals, specifications, bids and contracts consistent with all applicable legal requirements.
6. Analyze and make recommendations on complex technical data and legal requirements associated with contract development and administration.

7. Evaluate contract and agreement language and documents and make recommendations for improvement.
8. Understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility.
9. Communicate clearly and effectively, orally and in writing.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
12. Maintain confidentiality of District files and records.
13. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
14. Establish and maintain effective working relationships with District administration, staff, contractors, consultants, vendors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in business administration, public administration, paralegal studies or a related field; and at least four years of progressively responsible professional experience in purchasing and developing and administering public agency contracts, at least two of which were in a supervisory or lead capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze

and solve complex problems; use math/mathematical reasoning; observe and interpret people and situations; perform highly detailed work under intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District administration, staff, students, representatives of governmental and private student aid funding agencies, the public and others 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 the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.