

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Purchasing and Contract Services Supervisor

Unit: Supervisory and Professional

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Job Code: D1700
Original Date: 04/1991
Last Revision: 11/2018
Staff Type: Classified
FLSA status: Exempt
Salary Level: I

DEFINITION

Under the direction of the Director, Business Support Services, or designee, plan, organize, coordinate, and direct a districtwide purchasing program, including functions of commodity assignment; bid processing; contract negotiations; contract review and approval; dispute resolution; small business outreach; Board presentations; site/program consultation; computer systems administration; supervision of professional, technical, and clerical staff; and acting for Director as necessary.

EXAMPLE OF DUTIES

1. Plan, organize, coordinate, research, evaluate, audit, and direct assigned functions and staff. Perform purchasing duties to assist and guide purchasing staff.
2. Regularly assume full responsibility of Purchasing and Contract Services with full signature authority in the absence of the Director, Business Support Services, or designee, as needed.
3. Supervise the performance of assigned professional, technical, and clerical personnel; plan, organize, schedule, assign, and review work.
4. Coordinate, supervise, or perform complex contract negotiations, administration, and terminations, including dispute resolution through the courts.
5. Supervise bid processing and procedures, ensuring legal compliance and functional efficiency. Coordinate, audit, and evaluate purchasing operations, systems, and procedures; make recommendations as appropriate.
6. Coordinate and administer Small Business Outreach and Supplier Diversity inclusion programs.
7. Assist campus and other District offices with difficult or complex purchasing problems; advise on procedural matters and interpret District, federal, State, and local policies and statutes.
8. Represent the District and the Purchasing and Contract Services Department to the Board of Trustees, County of San Diego Department of Education, State Chancellor's Office, and other professional organizations as directed.
9. Actively participate in the design, development, implementation, and on-going operation and utilization of the District Enterprise Resources Planning (ERP) System; analyze system functionality and propose system improvements; audit and edit data input.
10. Develop and maintain districtwide standards and publications related to Purchasing and Contract Services operations; coordinate and develop responses for Board of Trustee's, Chancellor's Cabinet, and federal, State, and local agency assignments; prepare applicable responses and reports.
11. Train and evaluate professional staff; coordinate hiring of staff. Produce training materials; provide system training to staff.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Applicable sections of California Education Code and California Public Contract Code.
Computer information systems concepts, operations, and capabilities.
District organization, operations, policies, and objectives.
Legal and administrative tax laws.
Modern office practices, procedures, and equipment, including computer hardware and software.
Organization and structure of local, State, and federal government.
Practices of contract negotiations and dispute resolution.
Principles and practices of administration, supervision, and training.
Principles and practices of contracting, procurement, and financing.
Principles and trends of manufacturing and production.
Principles of business communication and report writing.
Principles of cost/benefit analysis, product evaluation, and research methodologies.
Statutes and case law involving business, contracts, education, and related subjects.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze legislation and project impact on the District.
Analyze and determine instructional needs as they pertain to purchasing.
Communicate effectively both orally and in writing.
Compile data and prepare reports.
Develop financial strategies.
Establish and maintain effective working relationships with others.
Evaluate sensitive situations and adopt an appropriate course of action.
Meet schedules and timelines.
Negotiate agreements.
Operate computers and business-related software, including word processing, spreadsheets, and databases.
Prepare and deliver oral presentations.
Read, interpret, and apply research findings.
Serve as District spokesperson and representative for assigned functions.
Technical writing and process evaluation.
Train, evaluate, and supervise assigned staff.
Understand, communicate, and write contract language.
Work cooperatively with district staff and faculty.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree and a minimum of five years of progressively responsible demonstrated purchasing experience in an educational or other related public sector environment, including experience in a lead capacity providing direction to staff.

License:

Valid California driver's license.
National certification is desirable.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves an office.