

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Purchasing and Contracts

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Job Code: C3454

Unit: Management

Original Date: 07/1989

Last Revision: 09/2003

Staff Type: Classified

FLSA status: Exempt

Salary Range: 18

DEFINITION

Under the general direction of the Vice Chancellor of Business Services, plan, organize, coordinate and direct District wide purchasing and contracts programs for both instructional and non-instructional supplies, equipment and services required for District operations. Manage District warehousing/materials handling, receiving, inventory, and asset management. Coordinate and provide continuity for a comprehensive fixed asset inventory program, compliance to State and Federal laws, and maintenance of required records retention.

EXAMPLE OF DUTIES

1. Provide coordination, planning, development and implementation of a comprehensive purchasing contracts administration, warehousing/materials handling, and fixed assets program for the District instructional and non-instructional supplies, equipment and services. Analyze work effort, problems, and issues and develop and implement processes for solutions.
2. Develop bid specifications; analyze bids; review contracts for funding and legal requirements; negotiate contracts; recommend awards.
3. Prepare reports and make recommendations for the Board, Chancellor and Cabinet members; attend meetings of the Board of Trustees as needed.
4. Develop and maintain purchasing procedures; provide professional and technical direction and advice to ordering sites and departments; develop and implement an automated purchasing and fixed asset program; coordinate the development of cooperative purchasing.
5. Supervise, select, train and evaluate staff.
6. Implement and coordinate the Diversity and EEO compliance policies pertaining to Purchasing.
7. Meet the County Counsel regarding legal interpretation as necessary.
8. Review all requisitions and purchase orders for legal requirements and authorize same for procurement and expenditures.
9. Interview, visit and advise vendors regarding all areas of district purchasing process; supervise the maintenance of product source file, catalogs and specifications.
10. Ensure that the Purchasing Department maintains strict ethical legal practices; review procedures and policies periodically and implement improvements. Maintain records and manage record retention, as policy requires.
11. Maintain a file of current code sections including Education Code, Government Code, Public Contract and Commercial Codes.
12. Represent the Vice Chancellor at local and regional procurement meetings.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of State Education Codes; Public Contract and Commercial Codes, IRS code, and Calif. Code of Regulations.
- Business and contract law.
- District organization, operations, policies and objectives.
- Material handling, inventory, receiving and warehousing.
- Modern office practices, procedures and equipment.
- Principles and practices of administration, organization and training.
- Principles and practices of fixed asset control.
- Purchasing techniques and practices.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Interpersonal relationships.
- Interpret, apply and explain District rules, policies and procedures.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan, direct and supervise work.
- Reading and writing communication skills.
- Understand, interpret and write contract language.
- Work cooperatively with others.

Training and Experience:

Any combination of training and equivalent to: Bachelor's Degree in business administration or related field and seven years experience in Purchasing and Contract Management or other related administrative function in a school or public sector, at least two years of which were in a supervisory capacity.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. May require visits to other sites and warehouses.