

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Purchasing/Contract Manager

Job Purpose Statement/s: The function of the position of Purchasing/Contract Manager includes planning, organizing, and directing the District's centralized purchasing functions, such as the procurement of equipment and supplies, and the coordination of receipt, storage, distribution and inventory of all property.

Essential Job Functions:

- Coordinates the organization, staffing, and operational activities for purchasing including procurement, warehouse operations, fixed asset inventory, mail services, and print shop services.
- Participates in the development and implementation of goals, objectives, policies and priorities for purchasing; recommends and implements policies and procedures; assigns work activities and projects.
- Reviews and evaluates service delivery methods and procedures; identifies improvements for service delivery and implements as necessary.
- Participates in the development and administration of the purchasing budget; forecasts fiscal support needed for staffing, equipment, materials, and supplies; directs and approves purchasing-related expenditures; recommends fiscally related adjustments as necessary.
- Assists in maintaining, monitoring, tracking, and balancing budget and expenditures for bond fund and lease revenue.
- Works with other Managers and Directors in preparing monthly financial reports for funds related to facilities including cost control reports.
- Ensures compliance with all state and local laws, district policies and administrative regulations; maintains purchasing and fixed asset inventory records for District use and auditing purposes; designs forms and procedures to ensure compliance with Board policies for all purchasing functions.
- Develops, recommends and updates purchasing/warehouse objectives, policies, procedures, and methods according to District policy, needs, and legal requirements.
- Coordinates cooperative purchasing through city, county, state and consortium purchasing; anticipates and plans for upcoming projects; prepares specifications, bid documents and requests for proposals; oversees and coordinates the bid process; works with other district managers and administration in the implementation of district capital projects.
- Receives, evaluates, and recommends bids to the Board for approval, as appropriate.

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- Researches, contacts, and selects potential vendors to receive proposals for price, quality, delivery, and support; prepares and issues contracts and purchase orders for the procurement of equipment, materials, supplies, and services; prepares recommendations for award of contracts and provides necessary supporting documents.
- Administers all Business Services-related contracts, including but not limited to supplies, equipment and facility leases, contracted services, construction projects, and copiers for school sites, district office departments contracts for school sites, the District Office, Maintenance Department, and Print Shop; and, ensures quality and value of goods and services.
- Assists and advises personnel at school sites and in other district departments regarding the review and implementation of all contracts in order to provide quality goods and services.
- Complies with applicable legal requirements related to purchasing and contracted services.
- Selects, trains, motivates, and evaluates personnel as appropriate; provides and/or coordinates staff training; works with employees to correct deficiencies as appropriate.

Other Job Functions:

- Serves as coordinator for the E-Rate program.
- Administers Cal-Card credit card program.
- Serves as Co-Chair for the District Safety Committee.
- Attends meetings for the purpose of conveying and/or gathering information required.
- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Performs other job related duties as may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Entrance Qualifications:

BA Degree in Business Administration, finance, and/or accounting concentration preferred. Five (5) years of recent experience in a California school business/accounting/contract environment.

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Knowledge and Abilities:

Knowledge of:

- Budget and accounting principles and practices.
- CA Standard Account Code Structure (SACS)
- Purchasing principles and practices related to centralized purchasing operation and inventory control.
- Source of supplies, equipment and services used in a school district.
- Policies, regulations and laws governing purchasing requirements administered by various agencies.
- Methods of purchasing by specifications and competitive bidding.
- Microcomputer operation and various software programs.
- Interpersonal skills including tact, patience and diplomacy.
- Correct usage of English, composition, grammar, spelling and vocabulary.
- Oral and written communication skills.
- District's organization, philosophy, goals and objectives.
- District's collective bargaining agreements.
- Technical, legal, and policy information relevant to the department.

Ability to:

- Plan, organize and manage the District's Purchasing Operations and bond fund.
- Obtain optimal prices for various commodities.
- Prepare bid specifications and secure competitive bids.
- Interpret and apply related laws, rules and regulations affecting purchasing operations.
- Operate variety of office equipment including a computer, calculator, and facsimile.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate effectively both orally and in writing.
- Analyzing situations accurately and adopt an effective course of action.
- Prepare and implement budgets.
- Supervise assigned personnel.
- Organize clear and comprehensive reports.
- Maintain technical records.
- Understand, interpret and apply technical, legal, and district policy to specific situations.
- Effectively meet personnel and the public in situations requiring tact, poise and judgement.
- Keyboard at 55 wpm.
- Dictation at a speed required by management.

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Working Conditions:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk, or listen. The employee may sit for extended periods of time and must have dexterity of hands and fingers to operate a computer keyboard. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust vision.

Use personal vehicle in the course of employment; attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; work at a video display terminal for prolonged periods; work evenings or weekends.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports To: Assistant Superintendent of Business Services and/or other designated administrator/coordinator

Work Year: 225 days

Salary Placement: Classified Management, Salary Schedule Range GG

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Classified Management Personnel.

Board Approved: March 10, 2015