

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Purchasing and Contract Services Manager
SALARY PLACEMENT:	Administrative Salary Schedule Rocklin Administrators Professional Association (RAPA)

SUMMARY:

To plan, organize, and direct the activities of the District Purchasing Department. Responsible for the cost-effective acquisition of all supplies, materials, equipment, and services necessary for the efficient operation of the District.

Responsible for all contract administration, preparation of quotes and formal bid documents, maintenance of fixed asset records and disposal of surplus property.

Responsible for ensuring that all procurement and contract procedures are in compliance with the Governing Board Policies and Administrative Regulations, Education Code, Public Contract Code, Labor Code, and Federal, State, and Local guidelines.

SUPERVISOR:

This position reports directly to the Deputy Superintendent of Business and Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Plans, organizes, controls and directs a variety of programs, projects and activities related to the purchasing and contracting functions of the District including the procurement of supplies, materials, equipment and services to ensure proper allocation of resources to meet the needs of the District.
2. Directs the maintenance of services.
3. Utilizes resources from other work units which is often required to perform the job's functions.
4. Supervises, trains, and evaluates employees responsible for performing purchasing and contracting services.
5. Provides technical advice to staff and management regarding assigned functions; formulates and develops effective policies and procedures; reviews methods and procedures to determine effectiveness; and interprets district policy and procedures.
6. Coordinates activities and functions (e.g. pre-bid conferences, vendor presentations, informational meetings with varied staff, etc.).
7. Develops bid specification standards and coordinates start-up of new schools, programs, and/or other projects.
8. Initiates bidding process (prepares or directs the preparation of specifications, formal quotes and bid documents. schedules public bid openings; evaluates bid responses; reviews and approves bidder licenses and bonds, recommends vendors, etc.) Prepares Public Notices, Notices of Awards, Notices to Proceed, and formal contracts for the award of each bid.
9. Evaluates vendors and bids for the purpose of determining their capability to meet state, district, and department requirements.
10. Evaluates requisitions, change orders, etc., for the purpose of ensuring compliance with bid and /or order documentation ensuring proper use of district funds.
11. Negotiates with vendors ensuring purchases are within district requirements.
12. Reviews and prepares contract documents. Authorizes purchase orders, contracts, and bids. Verifies conformance with all legal standards, established guidelines, insurance requirements, and current licensing of contractors.
13. Maintains centralized records for all agreements and amendments that will be subject to review by State or Federal agencies, or independent auditors.
14. Oversees maintenance of the District fixed asset inventory system and related processes such as identification and tagging all items that are subject to tagging; recording items in the inventory system; conducting annual inventory; reporting verification.
15. Oversees the sale, public auction, disposal, or donation of District surplus or obsolete property according to Board Policy.

16. Facilitates meetings, workshops, seminars, etc., for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
17. Collaborates with internal and external personnel (e.g. other administrators, district staff, vendors, auditors, public agencies, community members, etc.).
18. Compiles data from a wide variety of sources (e.g. request for proposals, bids, invoices, purchase orders, , etc.).
19. Works closely with Fiscal Services during budget development, and year-end close, to ensure purchase orders are closed in a timely manner for accurate year-end activities.
20. Maintains a variety of files (manual and machine) (e.g. vendor, contract, construction, purchase orders, etc.).
21. Monitors budget allocations, expenditures, fund balances, and related financial activities.
22. Participates in meetings, conferences, workshops, etc. (e.g. state procurement regulations, school procurement laws, education classes, etc.).
23. Prepares a variety of written materials (e.g. purchase orders, requisitions, bids, board reports, manuals etc.).
24. Researches new products, laws, regulations, etc.
25. Attends Board of Education and other meetings as required.
26. Performs other duties assigned.

Knowledge of:

- Purchasing and inventory control procedures
- Public purchasing principles, practices, laws, rules, policies and regulations (state, federal, district)
- Labor Relations law and employee contracts
- Accounting and auditing principles
- Budget preparation and control

Ability to:

- Review and interpret highly technical information, write technical materials
- Interpret market prices and trends
- Plan and schedule buying activities for greatest efficiency and service
- Communicate, understand, and follow both oral and written directions
- Work collaboratively and build positive relationships with a diverse group of stakeholders
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal
- Interpret, comprehend, apply, and explain rules, regulations, policies, and procedures related to assigned area(s)
- Analyze situations accurately and adopt an effective course of action
- Plan, prioritize, and organize work to meet schedules and time lines
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports, clearly and concisely
- Supervise, train and evaluate the performance of assigned staff
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports
- Focus and appropriately allocate resources toward identified goals
- Manage change and design an effective system of reporting progress and monitoring results
- Negotiate skillfully in difficult situations and create solutions to promote compromise
- Think outside the box and develop new methods or solutions to inspire others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations

EDUCATION:

A degree from a four-year accredited college or university, in a job-related area.

EXPERIENCE:

Preferably four years of increasingly responsible professional purchasing and contract management experience, including two years of supervisory and / or administrative experience

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License

Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO)

PHYSICAL REQUIREMENTS:

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: August 4, 2021

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.