



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Purchasing and Contracts Manager**

**Class Code: 1054  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, analyze, evaluate, and coordinate district-wide contracts and purchasing functions within the Administrative Services Division; coordinate assigned activities with other units, divisions, outside agencies and the general public; and provide highly responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general direction from higher level management staff.
2. Exercises direct supervision over managerial, professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Participate in the development and implementation of goals, objectives, policies, priorities, and strategic plan for contracts and purchasing services; identify resource needs; recommend and implement policies and procedures.
  2. Manage the contract process for the development and implementation of contracts with contractors, consultants, and various other agencies providing services for the Department of Education.
  3. Manage and maintain the purchasing process related to sources of supplies, materials, equipment, and services; evaluate quality and price of products and services; negotiate with contractors, vendors, and others.
  4. Ensure that contracts and purchasing services is performed in compliance with Department policies and local, state, and federal legal requirements; coordinate efforts with legal counsel in the review and approval of contractual agreements.
  5. Act as liaison for the Department of Education, district staff, and contracting agencies.
  6. Provide technical expertise, guidance, advice, and assistance to Department of Education staff, school districts, and contractors.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Develop, prepare, and review Requests for Proposal (RFPs) and bid specifications for a variety of goods and services including public works projects; review final documents, terms, and conditions; determine selection process, and ensure legal compliance.
8. Establish and maintain various files including contracts, agreements, leases, purchased requisitions and purchase orders executed by the Department of Education.
9. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
10. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
11. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing contracts and purchasing services; prepare work schedules for appropriate staff.
12. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
13. Coordinate services with those of other divisions and outside agencies and organizations; provide staff assistance to the higher level management staff; prepare and present staff reports and various other reports.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of contracts and purchasing services.
15. Demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties and responsibilities as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Modern and complex principles and practices of contracts and purchasing.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Pertinent federal, state, and local laws, codes, and regulations.

### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Establish and maintain effective working relationships with various constituencies.
4. Understand, interpret, and explain local, state, and federal laws and regulations.

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**Ability and Skill to:**

5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field, and four years of contract administration and procurement experience.

**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, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

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## **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.*

Employee typically works in an office environment that is fast paced with high pressure.

3/97, 8/18