

ORANGE UNIFIED SCHOOL DISTRICT

**ASSISTANT DIRECTOR, CONTRACTS AND PURCHASING**

**DEFINITION**

Under direction of the Director, Contracts and Purchasing, the position of Assistant Director, Contracts and Purchasing, supports the educational programs of the District by assisting in the planning, organization, and direction of the activities and functions of the Contracts and Purchasing Department, including contracts, purchasing, warehousing, mailroom, printshop, and deliveries.

**REPRESENTATIVE DUTIES**

- Assist in the planning, organization, and direction of the activities and operations of the Contracts and Purchasing Department including bidding and preparation of contracts, purchase of supplies, books and equipment, central warehousing services, mail and delivery services, and reprographic services; ensure compliance with applicable laws, codes, rules, and regulations.
- Coordinate bid openings and analysis of bids; provide contractor and vendor award recommendations to the Director and other administrators; oversee the preparation and issuance of standard or specialized purchasing specifications and related bid publicity; review and authorize comparative pricing and quotations.
- Participate in directing and implementing the negotiation, preparation, analysis, recommendation, and administration of vendor contracts and the competitive bidding process, including bidding, RFQ/Ps, contracts, and procurement related to construction requirements under the Facilities and Planning Department and District Bond Program.
- Participate in directing and implementing the preparation of specifications, bids, and quotations for a variety of purchases, using available cost saving techniques, such as California Multiple Awards Schedule (CMAS) and cooperative bids in conjunction with other agencies.
- Oversee and direct the methods of receipt, storage, issuance, and distribution of stock at the District warehouse, and plan activities related to the operation of the central receiving and central standard stock warehouse including periodic stores inventory.
- Oversee and implement the inventory of District equipment and related property assets, and dispose of obsolete equipment and other related property assets as necessary.
- Oversee and direct the District's printshop operations, including the duplicating and reprographics functions.
- Assist in developing and preparing the annual preliminary budget for the Contracts and Purchasing Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Provide technical expertise, information and assistance to the Director regarding assigned functions; advise the Director of unusual trends or problems and recommend appropriate corrective action; participate in developing policies, procedures, and long and short-term programs to assure an economical, safe and efficient work environment.

ORANGE UNIFIED SCHOOL DISTRICT  
ASSISTANT DIRECTOR, CONTRACTS & PURCHASING

- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; analyze data and submit reports for Board of Education approval as directed.
- Communicate with District administrators, personnel, vendors, contractors, and other outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; advise administrators and other staff regarding a variety of activities such as contracts, the purchasing of supplies, mail and delivery services, reprographic services, and warehousing services; and determine purchasing needs.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; provide or coordinate departmental staff training.
- Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
- Support and assist assigned personnel in the completion of duties and activities related to the accomplishment of departmental and District goals.
- Other related duties as assigned.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

- Applicable laws, codes, rules, and regulations related to assigned activities.
- Planning, organization, and direction of the Contracts and Purchasing functions of the District.
- Processes, procedures, and legal requirements of school district purchasing, leases, bids, and contracts, including those related to the Facilities and Planning Department and District Bond Program.
- Principles, methods, practices, and procedures for purchasing and warehousing activities, including material handling, inventory control and distribution.
- Sources of supply, commodity markets, marketing practices, and commodity pricing methods and discounts.
- Ethics of purchasing policies and procedures.
- Equipment, supplies, and materials used in a school district.
- Budget practices regarding preparation, monitoring, and control.
- Principles and practices of supervision and training.
- Record-keeping and report preparation techniques.
- District organization, operations, policies, and objectives.
- Assigned software including computerized financial, warehousing, and distribution systems.
- Record-keeping and report preparation techniques.
- Effective oral and written communication skills.
- Human relations and interpersonal skills.

ORANGE UNIFIED SCHOOL DISTRICT  
ASSISTANT DIRECTOR, CONTRACTS & PURCHASING

ABILITY TO:

- Assist in the planning, organization, and direction of the activities and operations of a contracts, purchasing, warehouse, mail delivery, and printshop department for a school district.
- Interpret and apply current State education and public contract codes, provisions, and county legal opinions pertinent to contracts and purchasing; develop and interpret legal documents applicable to school construction, real property, and other contractual agreements for services, products, furniture, and equipment.
- Interpret market prices and trends.
- Supervise and evaluate the performance of assigned staff, assist in the development of and administer assigned budgets.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Accept and carry out responsibility for direction, control, and planning.
- Direct the maintenance of a variety of reports, records, and files related to assigned activities.
- Prepare comprehensive narrative and statistical reports.
- Operate a computer and assigned software systems.
- Plan and organize work; prioritize and delegate work effectively.
- Identify present and potential issues and develop and evaluate alternative solutions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Comply with District standards, as outlined in Board Policy and Administrative Regulations.

**EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience in purchasing, warehousing, and contract administration in a large organization including one year of experience in a supervisory or management capacity. Experience within an educational or governmental agency is preferred.

Education:

Bachelor's degree or the equivalent from an accredited college or university, including training in business administration, public administration, planning, facilities and/or construction management or an otherwise related field.

**LICENSES OR OTHER REQUIREMENTS**

Possession of a valid California Motor Vehicle Operator's License.  
Insurability by the District liability insurance carrier.

ORANGE UNIFIED SCHOOL DISTRICT  
**ASSISTANT DIRECTOR, CONTRACTS & PURCHASING**

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 20 to 40 pounds of force frequently, and will occasionally exert up to 50 pounds of force, to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting a portion of the time, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.