

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## CLASS TITLE: MANAGER - PURCHASING SERVICES

### BASIC FUNCTION:

Under the direction of the Director III-General Services, plan, organize and direct the purchasing, warehousing, mail and cafeteria operations of the County Office of Education; supervise and evaluate the performance of assigned personnel.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

Plan, organize and direct the purchasing, warehousing, mail and cafeteria operations of the County Office of Education plan, organize and implement long and short-term programs and activities designed to develop assigned programs, activities and services.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; conduct individual and group trainings of staff as needed.

Review and approve requisitions processed by Purchasing staff and sign off on bids and quotes.

Oversee, coordinate and prepare complex bid specifications for construction projects, technical equipment and services acquisitions and other bids as directed; provide bid summaries for Board transmittal purposes according to established guidelines.

Provide support to school districts as needed; provide advice and guidance on legal and procedural purchasing matters; develop cooperative bids for local school districts.

Prepare complex Request for Proposal (RFP) documents; work with requesting program to establish RFP schedule; assist program with vendor sourcing; prepare draft proposal utilizing program specifications and award criteria; create final RFP document; distribute RFP to selected vendors; facilitate proposal conference with vendors; receive and evaluate proposals received and set up and facilitate interviews of finalists; assist in the preparation of the Board transmittal as appropriate.

Oversee and evaluate the activities and operations of the contracted cafeteria services; meet with the cafeteria committee to review cafeteria, catering and vending operations; maintain the profit-sharing budget and authorize related expenditures.

Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Oversee and coordinate the office's Purchase Card (Pcard) program; approve new Pcard requests and changes to the limits of existing cardholders; provide annual and on-going training for

cardholders; perform audits and prepare exception reports to assure compliance with Pcard policies and procedures.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with local, regional, State and other business community professionals to assure optimal practices are utilized by County Office business office personnel.

Develop and prepare the annual preliminary budgets for Purchasing Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; chair and participate on assigned committees.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Warehousing, cafeteria, mail and related services of the County Office.
- Procurement methods and procedures of a large centralized purchasing function including buying, quality assurance, contract administration and contract law.
- Commodity markets and price trends.
- Construction markets including working with architects and construction management firms.
- Grades, qualities and varieties of materials, supplies and equipment including technology-related products and services.
- Accounting practices related to procurement procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures related to County Office and school district purchasing services.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Plan, organize and direct the purchasing, warehousing, mail and cafeteria operations of the County Office of Education.
- Interpret and make decisions in accordance with laws, ordinances, rules, regulations and policies governing the purchase and contracting of commodities and services for the County Office.
- Produce clear and concise written technical documents.
- Supervise and evaluate the performance of assigned staff.

- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and three years of increasingly responsible experience in purchasing operations including two years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

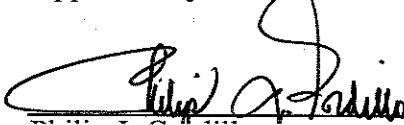
Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission: June 23, 2011

  
 Philip J. Gordillo  
 Executive Director, Human Resources

7-01-11  
 Date