

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR – PURCHASING SERVICES**

#### **BASIC FUNCTION:**

Under the assigned supervision, supervises the daily operations of the Purchasing Services Department; supervises, trains, and evaluates the performance of assigned personnel; assists in planning and developing new and revised procedures, performs a variety of purchasing related special projects such as bid and contract processing.

#### **REPRESENTATIVE DUTIES:**

The following are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Reviews and validates that purchases are made in accordance with the applicable laws, codes and policies including the Public Contract Code, State Education Code and Governing Board of Education policies and county office procedures.

Performs complex procurement of services, materials, equipment, and supplies; prepares legal bid documents and formulates specifications in compliance with established requirements; assists departments with purchase requests.

Reviews and approves contracts and agreements; performs product research, testing and evaluation to determine best buy price and satisfaction.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

Develops, coordinates, and conducts in-service trainings for county office personnel on county office policies and procedures related to purchasing; communicates with county office administrators to resolve issues and makes recommendations.

Assists in preparing complex Request for Proposal (RFP) documents; works with requesting program to establish RFP schedule; assists program with vendor sourcing; assists in preparing draft proposal utilizing program specifications and award criteria; assists in creating and distributing final RFPs; assists in evaluating proposals received and scheduling interviews for finalists.

Reviews and evaluates existing purchasing methods, assignments, policies, and procedures to implement continuous improvement and increase efficiency and effectiveness of purchasing operations.

Assists in preparing and maintaining a variety of narrative and statistical reports, records and files related to vendors, purchasing records, contracts and agreements.

Participates in special projects related to purchasing as necessary for management decisions; provides support in conducting a variety of meetings as assigned.

Maintains master vendor files; provides timely and accurate reports and calendars; maintains files in accordance with the established record retention policies.

Researches and resolves issues with vendors regarding delivery and product quality and quantity.

Serves as county office representative and attends a variety of conferences and meetings to continually update knowledge of school business; maintains current knowledge of federal, state law and other regulatory changes; assists in providing training on new legislation and procedures.

Prepares Board Agenda items relating to purchasing services as assigned.

Coordinates and implements year-end and new fiscal year purchasing processes.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Coordinates with administrators, personnel and outside agencies to coordinate activities, resolve issues and conflicts, and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Governmental purchasing practices and procedures.

Cloud-based software including word processing, spreadsheet, presentation slides, and financial system applications.

Applicable sections of the California Department of Education Code, California Public Contracts Code, California Uniform Public Construction Cost Accounting Act (CUPCCAA), Department of Industrial Relations policies, and other legal requirements for public school purchasing.

Sources of supply, general business conditions and specific commodity trends related to public education purchasing.

Interpersonal skills using tact, patience, and courtesy.

County Office organization, operations, policies, and objectives.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Principles and practices of supervision and training.

**ABILITY TO:**

Interpret and apply laws, rules and regulations affecting County Office of Education purchasing operations.

Prepare and write complex formal bid specifications.

Recommend new or revised purchasing procedures.

Train, supervise and evaluate personnel.

Prepare and present oral specifications and reports.

Perform a variety of technical accounting duties.

Prepare a variety of local, state, and federal financial reports and projections.

Maintain and audit fiscal records, reports, and accounts.

Assure compliance with applicable County Office of Education policies, procedures, and governmental regulations.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and timelines.

Compile, analyze and record financial statistical data.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

Applies knowledge of the intersectionality of race, equity, and inclusion.

Builds and sustains positive, trusting relationships.

Conducts SCCOE operations with the highest moral, legal, and ethical principle.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* bachelor's degree in business administration, accounting or related field and three years' experience in purchasing operations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

**PHYSICAL DEMANDS:**

Sitting for extended periods of time.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

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

Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

Approved by Personnel Commission: June 14, 2023



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 6/14/23