

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - PURCHASING SERVICES

BASIC FUNCTION:

Under assigned supervision, plans, organizes and directs the purchasing, warehousing, and mailroom operations of the County Office of Education; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties 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:

Plans, organizes, and directs the activities and operations of purchasing, warehousing, and mailroom operations of the County Office of Education.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination, and disciplinary actions; conducts individual and group trainings of staff as needed.

Reviews purchase requisitions for accuracy of data, appropriate documentation, and proper authorization; approves the requisitions processed by purchasing staff and reviews and signs off on bids and quotes.

Oversees, coordinates, and prepares complex bid specifications in compliance with legal requirements for construction projects, technical equipment and service acquisitions and other bids as directed; provides bid summaries for Board transmittal purposes according to established guidelines.

In consultation with the General Counsel, provides support to school districts as needed; provides guidance on procedural purchasing matters; develops cooperative bids for local school districts.

Prepares complex Request for Proposal (RFP) documents; works with requesting program to establish RFP schedule; assists program with vendor sourcing; prepares draft proposal utilizing program specifications and award criteria; creates final RFP document; distributes RFP to selected vendors; facilitates proposal conference with vendors; receives and evaluates proposals received and sets up and facilitates interviews of finalists; prepares Board transmittals as appropriate.

Provides technical expertise, information, and assistance to assigned supervisor regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.

Develops training materials and provides training to all levels of staff on SCCOE's financial software system functions related to purchasing and warehousing activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to

personnel, vendors, purchasing records, contracts and other agreements for goods and services that SCCOE provides and receives and assigned activities using contemporary office methods.

Ensures contracting party is not on the suspended and debarment list before the contract is approved.

Reviews, establishes, and implements appropriate standardized purchasing procedures, set-up and collections of receivables, and bill payments.

Oversees and coordinates the County Office's Purchase Card (Pcard) program; approves new Pcard requests and changes to the limits of existing cardholders; provides annual and on-going training for cardholders; monitors purchases and Pcard activities; performs monthly audits and prepares exception reports; ensures overall compliance of the Pcard program, policies and procedures, and appropriate use of the Pcard.

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

Develops and prepares the annual preliminary budgets for Purchasing Services; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Oversees and coordinates the DE542 Independent Contractor Reporting in coordination with Risk Management and Internal Business Services; ensures timely reporting of independent contractors' memorandum of understanding, contracts, or payments.

Operates a computer, scanner and other office equipment as assigned.

Drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; chairs and participates on assigned committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procurement methods and procedures of a large, centralized purchasing functions, including buying, bid processes, quality assurance, contract administration and contract law.

Commodity markets and price trends.

Warehousing, mailroom, and related services of the County Office.

Terminology of requisitions, purchase orders, invoices, and other warehouse documents.

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.
Health and safety regulations.
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 and basic website management.

ABILITY TO:

Plan, organize, and direct the purchasing, warehousing, and mailroom operations of the County Office of Education and ensure optimal delivery of these services.
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. Stay current with contemporary office practices and equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct, oversee and coordinate 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

Revised: 11/14/15, 2/11/15, 4/13/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/13/22