

Position: Director, Procurement and Contract Services

Grade 35

Summary

Plans, supervises, assesses and evaluates the services, activities, and operations of Procurement and Contract Services for the most efficient acquisition of materials and services. Oversees assigned activities with other departments, outside vendors and agencies, and the general public. Integrates and supervises the procurement, warehousing, telecommunications center, and mail services. This position also provides complex administrative support to the Vice President, Business Services.

Distinguishing Career Features

The Director, Procurement and Contract Services reports to the Vice President, Business Services and is responsible for preparing specifications and performing duties associated with both informal and formal bidding for college purchases and construction programs. This position manages personnel; an efficient centralized procurement and District warehousing service; and performs necessary duties related to the physical services of the District.

Essential Duties and Responsibilities

- Establishes goals, objectives, and performance standards for Procurement and Contract Services, Warehouse, Telecommunication Center, and Mail Services. Establishes procurement procedures within Board Policies, Administrative Procedures, and applicable regulations.
- Develops and maintains effective vendor relationships, assuring vendors have fair treatment and have an equal opportunity to provide services and products. Manages and holds vendors accountable for performance of their contracts.
- Responsible for insuring accuracy of print and online publications related to the area of responsibility.
- Provides leadership in the new and emerging technologies.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Meets with and interviews vendors, suppliers, and consultants to negotiate contract terms and conditions, review and analyze new product and service offerings. Advises vendors of policies and procedures and establishes parameters for doing business with the College.
- Develops bid specifications and bids. Prepares and maintains summaries of bids, statistical information, and accurate procurement records. Coordinates bidding, contracts, and job supervision of construction projects.

- Advertises project(s) for bidding. Works with the Director, Physical Plant and Construction Services, architects, contractors, and others to gather information for project bids and specifications.
- Assists with the project budget and any legal issues in coordination with the architect, Director, Physical Plant and Construction Services, legal counsel, construction management company, appropriate consultants, and State offices.
- Coordinates, works with, and maintains effective relationships with departments and divisions to facilitate acquisition of supplies, materials, equipments, and warehoused items. Ensures timeliness, cost-effectiveness and accuracy in supply orders.
- Approves and reviews products or requirements on requisitions. Recommends alternatives based on cost and reliability. Checks budget codes and determines dollar amount for bid limit and/or quotes.
- Researches and determines areas of co-operative procurement that can fulfill District needs, including agreements with other districts and buying groups.
- Supervises warehouse operations assuring proper receiving, inspection, storage, returns, surplus, and issuance of items. Reviews receiving and inspection procedures and merchandise return logs. Oversees disposal of obsolete, surplus, and scrap materials.
- Directs the maintenance of warehouse stock by developing or recommending specifications, advertising for bids or quotes, and recommending source(s) based on price, quality, and service.
- Directs the Telecommunications Center. Establishes standards and procedures, ensures incoming calls are promptly answered and routed.
- Directs mailroom operations to ensure in-bound and out-bound mail is processed in an accurate and timely manner. Communicates and coordinates with departments to understand and implement mail requirements.
- Plans and coordinates periodic vendor shows on campus to educate employees about new products and savings.
- Develops and monitors budgets and maximizes financial resources.
- Participates on and chairs committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires a bachelor's degree in business administration, economics, or related field plus four years of experience in procurement, contract administration, or a related field. Experience in the

field may substitute for post-secondary education. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Knowledge and Skills

The position requires professional knowledge of:

- Theories, principles, and practices associated with business functions in higher education.
- Development, maintenance and administration of a budget.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment analysis and evaluation of programs, policies and administrative needs.
- Philosophy and objectives of the community college.
- Adult Education including the theories, concepts, and prevailing practice in delivering adult education.
- Principles and practices associated with procurement and materials management including that which applies to government and education.
- Rules and regulations governing procurement in the public sector and education.
- Laws, rules and regulations governing capital construction and public works projects.
- Competitive bidding practices and procedures.
- Postal rates, regulations, and procedures.
- Mailroom procedures, mail distribution, and mail distribution equipment.
- Telecommunication equipment.

The position requires demonstrated skill in:

- Developing assessment, that enhances success and outcomes.
- Organizing work and building, leading and managing an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare clear and concise reports and professional correspondence and communicate effectively.
- Human relations/interpersonal skills in order to develop working relationships, conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Use of a personal computer, ten key, and computer applications including, but not limited to word processing, spreadsheets, email, and databases.
- Math to perform cost and financial analyses.

Abilities

This position requires the physical ability to:

- Be a fair-minded, ethical and honest leader.
- Learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned areas of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources including grant reporting compliance.
- Plan, organize, and supervise programs and operations.

- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus and the community. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.

Licenses and Certificates

May require valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

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