



Purchasing and Procurement Manager

BASIC FUNCTION

Under the direction of the Vice President of Administrative Services, plan, organize, and coordinate the District's purchasing operations, including procurement of goods and services; provide a variety of complex and technical duties for the purpose of acquiring the necessary resources to support the college operations; provide technical support for accounting and related fiscal functions, such as maintaining financial and accounting records, and assisting in the monitoring of District budgets. Execute complex procurement and fiscal tasks in compliance with federal, state, and local regulatory requirements, established administrative procedures, and departmental guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

- Oversees and executes the District's procurement processes for materials, supplies, equipment, and non-construction services, ensuring full compliance with applicable state and federal regulations, as well as established District policies and procedures. Collaborates with various District departments to evaluate procurement needs and provides technical expertise to support efficient and cost-effective purchasing strategies. Reviews purchase requisitions for accuracy and completeness and authorizes the issuance of purchase orders.
- Serve as a resource to district staff by providing technical information on procurement-related issues; implement federal, state, and local guidelines for specially funded programs and operate in accordance with district policies and procedures.
- Authorizes requisitions, change orders, warehouse expenses for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment, and services.
- Monitors purchase orders, contracts, bids, and budgetary expenditures for the purpose of ensuring accurate allocation of funds and/or adherence to fiscal regulations.
- Determine and evaluate appropriate procurement requirements; review,

participate in developing and process requests for qualifications (RFQs), requests for proposals (RFPs), requests for formal and informal bids, purchase orders and contracts in a timely and accurate manner in accordance with appropriate cost and value parameters, procurement authorization, applicable laws, regulations, policies, procedures, ethical standards and guidelines; incorporate and negotiate appropriate terms and conditions

- Manage and participate in the development of bid specifications, requests for qualifications, requests for proposals and contracts for the procurement of general and construction-related goods and services; negotiate and incorporate appropriate contract terms and conditions.
- Perform price, cost and value analyses of bids, quotes and proposals to determine which responses best suit the district's needs; prepare and maintain appropriate documentation for submittal of award recommendations; issue purchase orders; monitor the status and compliance of bids, purchase orders and contracts throughout bid and contract periods.
- Procures supplies, equipment, and services for the purpose of acquiring necessary resources to support district operations.
- Reconciles purchase orders to invoices and requisitions for the purpose of ensuring that district expenses are reallocated effectively and efficiently spent.
- Research contracts, suppliers, equipment, and regulations for the purpose of ensuring that district expenses are allocated effectively and efficiently spent.
- Determine and pre-qualify appropriate supplier chains and commodity sources; establish new vendor and market resources as needed; interview vendors and maintain appropriate vendor lists and supply sources.
- Assist user departments or staff to select the most appropriate purchasing methods, and develop and write purchase specifications, statements of work, bid, and proposal evaluation.
- Develop product standards and specifications and determine items to be stocked in district warehouse in conjunction with district staff.
- Create, develop, and maintain a purchasing manual in compliance with local, state, and federal purchasing and procurement laws.
- Arrange for the disposal of obsolete or surplus property.
- Manages and coordinates warehouse operations to ensure materials, supplies, and equipment are available; oversees storage and distribution to departments; sets standards for stock items; implements inventory control and maintains asset records.

- Oversee the development, implementation, and monitoring of district purchasing policies and procedures to ensure maximum efficiency and compliance with all relevant laws. Conducts research and evaluates automated systems and programs to improve purchasing and warehouse operations. Initiates, assesses, and renews maintenance agreements as required.
- Supervise and evaluate the performance of assigned staff.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Marketing practices and commodity pricing methods.
- Accounting procedures as related to inventory and invoicing.
- Contract negotiation, mediation and conflict resolution methods and techniques.
- Applicable sections of the uniform commercial code, state education code, public contract code, government code, labor code and other applicable federal, state, and local codes, regulations, and laws.
- Standard procurement procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and standard business machines.
- Correct oral and written usage of English.
- Laws and regulations related to public sector procurement processes.
- Principles and practices in the planning, organization, and direction of purchasing and warehouse functions.
- Storage, handling, distribution, and inventory control methods used in a warehouse.
- Preparing and presenting reports to various groups.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy. Record-keeping techniques.

Skills and Abilities To:

- Interpret and research laws, regulations, the state public contract code and education code and other regulatory compliance requirements pertaining to procurement and contracting.
- Procure a variety of materials, supplies, equipment, and services typically used at a community college, observing established laws, regulations, policies, and procedures.
- Perform a variety of duties involving use of independent judgment.
- Maintain detailed records for a variety of supplies.
- Prepare statistical and financial reports.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Compile and verify data and prepare reports.
- Keyboard at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with staff and the public.
- Meet schedules and timelines.
- Complete work with many interruptions.
- Work confidentially with discretion.

Education and Experience:

A bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field and four years of increasingly responsible experience in purchasing goods and services, including one year providing technical and functional supervision over assigned staff; or an equivalent combination of training and experience.

Bilingual (English Spanish) proficiency preferred.

Other Requirements:

Valid California driver's license.

WORKING CONDITIONS**Work Environment:**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbent is subject to constant interruptions and demanding timelines. Work is also performed in an outdoor environment when inspecting facilities and overseeing operation of the water treatment plant. Incumbent is subject to adverse weather conditions when working outdoors.

Physical Demands:

Must stand, walk and sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Emotional Effort:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

Other Working Conditions:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours required on an as-needed basis.