

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Procurement and Contracts	REPORTS TO:	Executive Director Logistics
DEPARTMENT:	Procurement and Distribution		
FLSA:	Exempt	SALARY GRADE:	030 Management
ISSUED:	January 14, 2003		

BASIC FUNCTION: Plan, organize, manage and coordinate procurement and contracting activities in the acquisition of supplies, services, and public works; responsible for processing of professional service and other contracts district-wide; select, train, supervise and evaluate performance of assigned staff.

REPRESENTATIVE DUTIES:

E = Essential Functions

Plan, organize, manage and coordinate procurement and contracting activities in the acquisition of supplies, services and public works. **E**

Plan, organize and manage activities of the procurement unit staff including purchase order production, contract processing, negotiation of procurements, and administration of professional services and maintenance and public works activities. **E**

Plan and organize development of Requests for Proposals (RFP), Invitations for Bids (IFB) and Requests for Information (RFI); coordinate development of bid and selection procedures, contract preparation and awarding of contracts. **E**

Direct negotiation, preparation, processing and administration of contracts for goods and services. **E**

Provide analysis and review of contracts, contract provisions and contract approvals for submission to Board of Education. **E**

Develop specific implementation plans to achieve strategic and operational goals for contracting methods; oversee legal aspects of contracting strategies to improve efficiency and minimize procurement related litigation. **E**

Provide direction for development and implementation of procurement policies and procedures; review and update existing procurement policies, procedures and practices for contracting of goods and services in accordance with applicable laws, regulations, policies and ethical standards. **E**

Direct feasibility studies of potential utilization of technological advances in procurement processes and participates in monitoring of evolving technologies for future use. **E**

Provide on-going communication with district administrators and staff, vendors, and contractors to coordinate activities and programs and to resolve issues and conflicts. **E**

Select, train and evaluate performance of assigned staff. **E**

Operate a computer and related software applications. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to Master's degree in Public or Business Administration and five years of administrative or supervisory experience in procurement and contracting services preferably in a large public or private organization.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Methods, practices and procedures of acquiring goods, services and professional services contracts.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and related software applications.

Record keeping and maintenance of files.

ABILITY TO:

Plan, organize, manage and coordinate the acquisition and contract management functions.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships with all levels of district staff, community members and business representatives and others.

Review existing and pending legislation related to assigned functions and provide recommendations in support of legislative measures.

Recognize and problem solve issues and problems.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Office setting, driving to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 5.7.04—PeopleSoft

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Job Code 1635

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