

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Manager, Contract Services	<b>REPORTS TO:</b>	Officer, Strategic Sourcing and Contracts
<b>DEPARTMENT:</b>	Strategic Sourcing and Contracts	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	030
<b>REVISED:</b>	June 28, 2011		

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**BASIC FUNCTION:**

Manage assigned contracting activities in the acquisition of supplies, equipment and services; oversee the vendor management office; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Manage the functions of assigned staff providing contract services and provide training as needed. ***E***

Develop and implement policies and procedures related to assigned functions. ***E***

Manage contracts for personal and professional services, including the monitoring, oversight, and review of contract materials and evaluations of vendors. ***E***

Manage the district's contracting process; implement contracting policies and provide contracting services; provide subject matter expertise in all contract management areas. ***E***

Develop and implement policies to increase effectiveness and efficiency, reduce the costs of purchasing and delivery of goods and services. ***E***

Ensure compliance with the district's purchase order encumbrance system. ***E***

Direct the preparation of contracts, ITBs, RFQs, RFPs and RFIs. ***E***

Implement long and short-term programs and activities designed to develop assigned programs and services. ***E***

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in related functions; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***

Provide technical expertise, information and assistance to the Officer, Strategic Sourcing and

Contracts regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Officer, Strategic Sourcing and Contracts of unusual trends or problems and recommend appropriate corrective action. *E*

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, and organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Review appropriate legislation to assure district compliance with laws and procedures related to assigned functions and make recommendations on changes which may result in more efficient operation of the district. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a bachelor's degree in business or public administration or a related field and four years of supervisory experience in contracts administration in a large public or private organization. A master's degree is preferred. Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) professional purchasing certification preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITY:**

**KNOWLEDGE OF:**

Procurement, contract management, and material control programs.

Contracting law.

Strategic planning and project management techniques.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Provide leadership and direction in assigned functions.

Develop and implement effective purchasing and contracting strategies, plans and policies.

Review the analysis of contracts and formulation of procedures governing the awarding of contracts.

Manage the functions and staff of contract services.

Initiate concepts for action, analyze problems, and make decisions.

Train and evaluate the performance of assigned staff.

Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Direct the maintenance of a variety of reports and files related to assigned activities.

Interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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.

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Job code 1633

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