

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Officer, Strategic Sourcing and Contracts	REPORTS TO:	Chief Financial Officer
DEPARTMENT:	Strategic Sourcing and Contracts	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	036
ISSUED:	April 28, 2009		

BASIC FUNCTION:

Provide leadership within the procurement realm and with the assigned team; plan, organize, coordinate, and direct all activities of procurement and contracts in the acquisition of all supplies, materials, apparatus, equipment and services, including construction, required to process personal and professional service contracts for the district; develop policies and procedures to maximize use of automated systems; train 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**

Direct and supervise the functions and staff of centralized procurement, material control, and contract services; develop and implement policies and procedures related to assigned functions. ***E***

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

Direct the purchase of goods and commodities, supplies, equipment and services. ***E***

Oversee the district's contracting process; implement contracting policies and provide contracting services; provide knowledge transfer of expertise to the procurement team. ***E***

Act as the central dissemination authority of contracting and purchasing policy; develop contracting and purchasing policies. ***E***

Direct the development and implementation of the district's strategic business development and business plan to market and deliver high quality, timely and competitively priced services. ***E***

Direct the development and implementation of policies to increase effectiveness and efficiency and to reduce the costs of purchasing and delivery of goods and services. ***E***

Direct and participate in the monitoring of evolving technology for the potential utilization of major technological advances in the procurement process. ***E***

Implement the district's purchase order encumbrance system. *E*

Provide expertise and direction in the preparation of contracts, ITBs, RFQs, RFPs and RFIs. *E*

Provide expertise in planning and organizing 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 Chief Financial Officer regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Chief Financial Officer of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of 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 master's degree in business or public administration or related field and seven years of highly responsible and complex management experience overseeing multifaceted purchasing and contracting services. 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.

Implement organizational improvements (e.g., automated purchasing systems) to increase effectiveness and efficiency.

Plan, organize, control, and direct the program management activities of the procurement, contracting, and material control.

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.

Job code 1221

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