



JOB TITLE: DIRECTOR OF PROCUREMENT SERVICES

Classification: Classified Management
Salary Range: 13

Retirement Type: PERS*
Board Approved: October 18, 2021

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services, the Director of Procurement Services directs the daily operations of the District's procurement activities, including the preparation, review, and processing of District contracts, formal bids, requests for qualification (RFQ), requests for proposal (RFP), and purchase orders. Develops, implements, and interprets policies and ensures compliance with applicable laws, policies, and regulations. Develops a high-performance procurement team and serves as a procurement subject-matter expert.

REPRESENTATIVE DUTIES:

Directs the daily operations of the District's procurement activities, ensuring goods and services are procured in a timely and efficient manner in accordance with established agreements, state and federal laws, and District policies and procedures. Ensures unit operations apply procurement best practices, risk mitigation, and effective buying strategies.

Hires, orients, and trains staff. Schedules, assigns, and prioritizes workloads. Sets appropriate deadlines. Ensures timely completion of unit work. Evaluates employee performance and provides guidance and feedback. Supports a professional development program for procurement staff that builds skills and expertise in critical areas (i.e., negotiation, cost analysis, contract terms, customer service, etc.)

Directs the development and preparation of bid specifications, RFQs, RFPs, purchase orders, and contracts for the purchase or rental of goods, contracted services, and/or other third-party contracts. Determines and selects appropriate contract requirements (i.e., deliverables, payment schedules, penalties, insurance requirements, dispute resolution procedures.) Ensures that bids and purchasing/contracting processes comply with up-to-date advertising and bidding requirements.

Meets with and interviews vendors/suppliers/consultants to negotiate contract terms and conditions, as needed. Advises vendors of District policies and procedures. May organize product testing, demonstrations, and job walks for procurement projects.

Oversees the processing of Board agenda items requesting approval of contracts, resolutions, service agreements, and other procurement activities. Maintains contract files and accompanying documentation. Prepares quarterly summary reports required by Board policy.

Develops, implements, and interprets policies. Ensures operating procedures are documented for all key procurement processes and updated for changes in policies, systems, or best practices. Resolves policy and procedural issues and makes exceptions as appropriate.

Tracks unit performance on procurement activities. Monitors buyer performance, customer satisfaction, supplier management, cost savings, green purchasing, and supplier diversity. Utilizes a data-driven approach to identify areas for improvement.

Ensures negotiation of contract specifications, terms, and conditions protect the District from adverse risk. Facilitates the resolution of procurement problems and complex contractual terms. Provides guidance on contracts, formal bids, RFQs, RFPs, and purchasing issues. Interprets and explains applicable laws, regulations, codes, and policies to District management and staff. Confers with legal counsel as needed on contracting and purchasing issues. Represents the District in hearings as needed.

Authorizes purchase orders and agreements for goods and services. Develops contracts or modifies existing agreement to adhere with prescribed District requirements and to minimize risk to the District. Serves as the primary signatory for the executive of District agreements.

Manages District inventory, disposal, and distribution of stock equipment and supply items. Declares District surplus property for review and approval by the Board of Trustees, as needed. Provides information on the disposition of equipment from sealed bids, donations, or public auctions.

Develops and prepares preliminary budgets for the unit. Analyzes financial data for trends and develops projections. Controls and authorizes expenditures in accordance with established limitations. Provides detailed financial status reports as needed.

Networks with professional counterparts inside and outside the District. Participates in professional associations to stay informed of new developments and technologies.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree and five (5) years of experience in all phases of the procurement process (identifying business requirements, drafting RFPs, negotiations, contracting, supplier management.) Three (3) years of experience directly supervising and developing a high-performance procurement team.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of and experience with ERP systems (i.e., Oracle, PeopleSoft, Colleague, etc.)
Experienced working with automated eProcurement and accounts payable systems.
Experienced working in a public agency environment or community college.
Experienced dealing with a variety of legal, liability, and insurance administration issues.
Experienced in risk management and loss control.
Experienced in contract negotiations.

Abilities/Skills:

Ability to facilitate collaboration between diverse groups with potentially conflicting interests.
Ability to plan, organize, and administer District-wide purchasing and contract programs.
Ability to analyze and evaluate information, particularly the financial impact of contracts.
Ability to interpret and explain rules, regulations, policies, and procedures.

Ability to communicate effectively orally and in writing.
Skilled at budget control.
Skilled at leading teams by building trust, rapport, and mutual respect.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

Travel within and outside of the District.
Work under tight deadlines.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.