JOB DESCRIPTION

TITLE: Procurement and Contracts Manager

DEPARTMENT: Finance

REPORTING RELATIONSHIP:

Reports to: Director of Finance

Supervises the following positions: Purchasing Technicians, Warehouse Supervisor.

DEFINITION:
Under general direction, plans, organizes, directs and implements comprehensive District-wide programs involving warehousing of inventory and the procurement of equipment, materials and supplies related to the District’s water and sewer enterprises. Develops, coordinates, and administers contracts and agreements. Supervises central warehouse activities and procurement of materials, supplies, and equipment in compliance with District and State policies, procedures and laws. The work in this class is complex and involves significant accountability and decision making responsibilities. Performs related duties as assigned.

ESSENTIAL FUNCTIONS:
The duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plan, direct, supervise, and coordinate the District’s purchasing and contracting programs; Prepares RFP and RQP documents and invitations to bid.

1. Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the purchasing, warehousing, and distribution of materials, supplies, vehicles and equipment. Actively participates in the development of a procurement system that provides highly responsive services through and organization that integrates with all aspects of maintenance, operations, and finance.

2. Resolve purchasing and contracting related problems, questions and complaints; provide assistance, advise, and coordinate activities related to: purchasing, contracting, legal compliance, assigned staff, District administrations, departments, divisions, outside agencies, the public, vendors, accounting, auditors, and warehouse as related to purchasing and contracting.

3. Ensure compliance with procedures, policies and State statutes. Counsel/advise District employees regarding purchasing-related District rules, regulations, procedures, and legal aspects, and coordinate with departments for compliance with District standards.
ESSENTIAL FUNCTIONS (Cont.):

4. Properly interpret and make decisions and recommendations in accordance with Federal, State, and local laws, rules, regulations, and ordinances regarding purchasing and contracting. Follows guidelines set by The National Institute for Public Purchasing (NIGP) and The Universal Public Purchasing Certification Council (UPPCC) to ensure that the District maintains its high standards for ethical and financially sound purchasing decisions.

5. Plan, direct, or supervise District’s research into public agency purchasing contracts and methods, for improved efficiency and cost savings.

6. Prepare staff reports, and contributes substantially to preparation of District’s annual budget through preparation of cost analysis and projections.

7. Represent the District and promote participation in professional purchasing organizations. Regularly attend and participate in monthly meetings with the purpose of networking with other public and non-public agencies to discuss, learn, represent the District, and provide feedback on Purchasing and contracting issues and new or improved systems for possible implementation at the District.

8. Provide assistance to District departments in the oversight and management of contracts, agreements, and/or special conditions between the District and its customers and vendors.

9. May negotiate agreements. Assist in the development, coordination, and implementation of contracts, agreements and/or special conditions between the District and its customers and vendors.

10. Coordinates training, assigning and directing of assigned stores and purchasing personnel. Writes performance reviews on assigned personnel.

11. Monitors and periodically evaluates unassigned or surplus materials and generates deletion forms as necessary.

12. Ensures compliance of unit's work to pertinent codes, regulations and guidelines including District safety programs and procedures.

13. Insures coordination of materials and supplies for all district departments and monitors levels of inventory items to insure required material is available when needed. Coordinates purchasing needs of all departments.

14. Participates on bid committee.
MINIMUM QUALIFICATIONS:

License or Certificates: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record will influence employment or classification.

Must be available for flexible schedules and shifts.

Knowledge of:
- Define issues, perform research, analyze problems, evaluate alternatives and develop sound conclusions and recommendations on complex management and administrative issues; plan and direct a broad, centralized program including such services as purchasing, warehousing, and contracts and agreements;
- Understand, interpret, explain and apply District policy and procedures governing assigned areas of responsibility;
- Present proposals and recommendations clearly and logically in public meetings;
- Develop and implement appropriate procedures and controls;
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials;
- Exercise sound, expert independent judgment within general policy guidelines;
- Negotiate effectively on behalf of the District;
- Establish and maintain effective working relationships with all levels of District management and staff;
- Exercise tact and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external.
- Demonstrated knowledge and/pr experience in public agency procurement methods.

Ability to:
- Develop a systems perspective for managing department operations and its key processes to achieve results;
- Define and explain key processes and business requirements within the department;
- Develop and deploy strategic plan elements and key performance measures consistent with District goals;
- Develop and maintain continuous improvement in all areas of operations;
- Develop and monitor performance standards;
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole;
- Make sound decisions based on departmental performance indicators.
- Exercise sound independent judgment and initiative evaluate alternatives and recommend or implement effective courses of action.
- Maintain work group morale and productivity.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with district employees, vendors, suppliers and other encountered in the course of the work.
JOB DESCRIPTION

-Maintain accurate and legible entries documenting the receiving, storing and issuing of equipment and supplies through clear and concise reports, records, correspondence and other written materials.

**Education and Certification:** Equivalent to a Bachelor’s degree from an accredited college or university with major course work in purchasing, materials management, business administration, finance, or related field. Additional qualifying experience may be substituted for education.

Possession of a Certified Purchasing Manager (C.P.M), Accredited Purchasing Practitioner (A.P.P.) or C.P.P.B. / C.P.P.O. Certificate (Certified Public Purchasing Buyer/Certified Public Purchasing Officer) is highly desired.

**Experience:** Ten years or more of progressively responsible purchasing experience, with increasing responsibility in contracting and project management. A minimum of five years supervisory experience in a related field.

**Necessary Special Requirements:**

Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Must file a Statement of Economic Interest in compliance with Governmental Code Section 8100.

**PHYSICAL REQUIREMENTS:**

1. Drives District vehicle to job sites including over rough terrain. Uses two-way radio to communicate. Driving: Light.

2. Works in weather conditions including heat or rain.

3. Sits for prolonged periods of time.

See Human Resources for physical assessment form.