

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 1800
FLSA Status: Exempt
Bargaining Unit: Management
Effective Date: 07/12/02

CLASS TITLE: CONTRACTS AND PURCHASING MANAGER

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Contracts and Purchasing Division within the Finance Department including contract administration, procurement of supplies, equipment, and services, and warehousing operations for a multi-department organization; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Finance.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Contracts and Purchasing Division including contracts administration, procurement of supplies, equipment, and services, and warehousing operations for a multi department organization.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; develop Standard Operating Procedures Manual; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for contracts, purchasing and warehouse staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate contracts, purchasing, warehouse and clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and, implement adjustments.
7. In conjunction with the organizing department, oversee the development and approval of Requests for Proposals, Invitation of Bids, contract stipulations, process specifications, liability and insurance requirements, bonds, and faithful performance warranties; ensure conformity and compliance with District policies, procedures, and service provision expectations; review and approve purchase orders, new procurement card issuances, blanket orders, work change orders and related documents and processes.

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8. Resolve issues related to construction contracts and professional service contracts for projects originating in the Engineering Department.
9. Oversee and participate in the work of staff responsible for the preparation, review, negotiation, and approval of all District contracts for goods and services for public works and non-public works contracts; review and approve contract content including material, equipment, and service costs, performance requirements, and delivery schedules; negotiate with vendors; advise departments of contractual rights and obligations; coordinate all financial aspects; monitor progress; post contract warranties; maintain records; resolve contract disagreements.
10. Oversee the warehouse operation including the receipt, storage, inventory, tagging and issuance of supplies, materials and equipment for the District; oversee the selling of surplus assets through the formal competitive bid process; administer auctioning services for rolling stock surplus; review and approve cycle count discrepancy reports; oversee salvage operations; oversee asset tracking and inventory optimization strategies.
11. Serve as the liaison for the Contracts and Purchasing Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
12. Enforce District Board policy, State law, and public contract code regarding delegation of authority for purchases and projects.
13. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; provide reports to FAHR Committee and the Board.
14. Provide responsible staff assistance to the Director of Finance; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to contracts and purchasing programs, policies, and procedures as appropriate.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of purchasing, warehousing and contracts.
16. Respond to and resolve difficult and sensitive inquiries and complaints.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of contracts, purchasing, and warehousing programs.
Principles and practices of program development and administration.
Modern and complex principles and practices of governmental purchasing, negotiation techniques, and materials management.

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Methods and techniques of conducting price analyses.
Principles and practices of contract negotiation and administration.
Principles and practices of contract bidding and award.
Materials, supplies, and equipment typically used in construction, maintenance, and operation of wastewater facilities.
Principles and practices of materials management, inventory control, and surplus disposition methods.
Techniques and strategies utilized in advanced negotiations and dispute resolution.
Principles and practices of basic accounting.
Insurance principles and contract bond applications.
Operational characteristics of financial information systems.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations including Public Contract Code and Uniform Commercial Code.

Ability to:

Oversee and participate in the management of a comprehensive contracts administration, purchasing, and warehousing program.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.
Investigate and develop new sources of supply.
Negotiate and administer contracts with vendors.
Ensure compliance with established procurement rules and regulations.
Maintain accurate records, files, and logs.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major course work in business administration, public administration, or related field.

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Experience:

Eight years increasingly responsible contracts administration, purchasing and warehousing experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, certification as a Certified Purchasing Manager (C.P.M.) by the National Association of Purchasing Managers (NAPM) is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.