



**MARCH 2019**  
**FLSA: EXEMPT**

## **PURCHASING AND CONTRACTS MANAGER**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Contracts, Purchasing and Materials Management Division within the Administrative Services 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 and Administrative Services or Assistant General Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision and strategic direction from the Director of Finance and Administrative Services or Assistant General Manager. Exercises direct and general supervision over staff assigned to Contracts, Purchasing and Materials Management, and is accountable for the results produced by the division.

### **CLASS CHARACTERISTICS**

This is a division manager level classification. Incumbents in this classification manage an assigned function of the District with responsibility for directing programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

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

- Assumes management responsibility for assigned services and activities of the Contracts, Purchasing and Materials Management Division including contracts administration, procurement of supplies, equipment, and services, and warehousing operations for a multi department organization.
- Ensures the District's safety program and goals are implemented and carried out in the Contracts, Purchasing and Materials Management Division.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; develops standard operating procedures manual; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for contracts, purchasing and warehouse staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates contracts, purchasing, warehouse and clerical personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and, implements adjustments.
- In conjunction with the organizing department, oversees the development and approval of Requests for Proposals, Invitation of Bids, contract stipulations, process specifications, bonds, and faithful performance warranties; ensures conformity and compliance with District policies, procedures, and service provision expectations; reviews and approves contracts, purchase orders, new procurement card issuances, blanket orders, work change orders and related documents and processes.
- Resolves issues related to maintenance / service, construction and professional services contracts for procurements originating in all operating departments.
- Oversees and participates 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; reviews and approves contract content including material, equipment, and service costs, performance requirements, and delivery schedules; negotiates with vendors; advises departments of contractual rights and obligations; coordinates all financial aspects; monitors progress; posts contract warranties; maintains records; resolves contract disagreements.
- Oversees the warehouse operation including the receipt, storage, inventory, tagging and issuance of supplies, materials and equipment for the District; oversees the selling of surplus assets through the formal competitive bid process; administers auctioning services for rolling stock surplus; reviews and approves cycle count discrepancy reports; oversees salvage operations; oversees asset tracking and inventory optimization strategies.
- Serves as the liaison for the Contracts, Purchasing and Materials Management Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Enforces District Board policy and State law regarding delegation of authority for purchases and projects.
- Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; provides reports to District Committees and the Board.
- Provides responsible staff assistance to the Director of Finance and Administrative Services or Assistant General Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to contracts and purchasing programs, policies and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing, warehousing and contracts.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- 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.
- Methods and techniques of conducting price analyses.
- Principles and practices of contract negotiation and administration, and techniques and strategies utilized in advanced negotiations and dispute resolution.
- 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.
- 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.
- Pertinent federal, state, and local laws, codes, and regulations including Public Contract Code and Uniform Commercial Code.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

### **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.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ensure adherence to safe work practices and procedures in the workplace.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, or a related field; AND
2. Eight (8) years increasingly responsible work experience in contracts administration, purchasing and warehousing, including two (2) years of supervisory experience.

**Licenses and/or Certifications:**

- None.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.