

DIRECTOR OF CONTRACTS ADMINISTRATION AND PROCUREMENT SERVICES

DEFINITION

Plans, organizes, and directs the activities of a multi-section department (including the administration of Professional and General Services, all aspects of competitive bid, request for proposals and contract processing. Directs development of strategic master contracts to support grant applications and purchase requirements. Oversees Division support services, District Credit Card Program, Small Business Enterprise, and Vendor Services.

TYPICAL DUTIES

- Develops, recommends, and administers policies relative to professional and general services contracts.
- Directs the negotiation, preparation, processing, and administration of competitive bid contracts for goods and services.
- Directs the formulation of procedures for processing contracts and agreements with contractors, surety companies, school districts and individuals and assist with the resolution of problems.
- Ensures strategic master contracts are competitively sourced and in place to support grant funded purchases.
- Produces and interprets data reporting associated with particular contracts, services, departments and spending related to procurement activities.
- Directs, tracks and coordinates efforts to maximize strategic purchasing through economy of scale and single point of delivery of master contracts.
- Plans and administers the department budget and controls expenditures for other appropriations.
- Administers the preparation of reports to the Board of Education and, upon approval, directs the execution of contracts and proofs of loss and claim settlements on behalf of the Board of Education.
- Solicits and implements legal opinions relative to contracts, goods and professional services.
- Acts as a hearing officer while conducting and rendering decisions regarding bid protest and bid appeals.
- Provides customer service support for all procurement provided goods and services.
- Administers compliance with the District's Ethics Policy.
- Plans, directs, and reviews training for staff and others affected by the services of the branch.
- Provides advice to other departments and branches in regard to the procurement of stock and non-stock goods, professional and general services, and contract administration.
- Presents written and oral reports to administrators, committees, or the Board of Education regarding contract matters.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Contract Administration and Procurement Services plans, organizes, and directs the activities of a multi-section department including the administration of Professional and General Services, all aspects of competitive bid, and Contract Processing. Establishes requirements for strategic master contracts to support grant applications and purchase requirements. Oversees Division support services, District Credit Card Program, Small Business Enterprise, and Vendor Services.

The Chief Procurement Officer administers District-wide procurement services by planning, organizing, implementing, and reviewing all policies and procedures related to contracting, purchasing, warehousing, and delivery of goods and services to schools and offices.

The Director of Materiel Management plans, organizes, and directs materiel management such as general and food warehouse operations, logistics, acquisition, and distribution; salvage administration; textbooks; inventory management; mail delivery; and reprographics services.

SUPERVISION

The Director of Contract Administration and Procurement Services receives administrative direction from the Deputy Chief Procurement Officer and exercises general supervision over lower-level management and/or supervisory personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Legal aspects of general goods and services, and professional services contracting
- Legal bases and sources of finance of California public education
- Principles and practices of organization, management, budget preparation, procurement, contract administration, and expenditure control
- Grant terms and conditions
- General goods and services, and professional services contracting processes
- Contract bonding policy and requirements
- Accounting principles, including the development of overhead rates and allowable costs in developing delay impact analysis
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Computer systems capabilities and methods applicable to a wide variety of procurement and business services
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District
- Applicable concepts of progressive discipline

Ability to:

- Interpret laws, regulations, and policies that affect contracts, general goods and services, and professional services contract procedures
- Effectively manage a large staff with diverse functions and abilities
- Work effectively under pressure of strict deadlines and shifting priorities
- Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units
- Utilize key performance indicators and benchmarks to manage team performance and achieve departmental goals
- Analyze complex problems, identify solutions and implement plans to solve problems
- Communicate effectively orally and in writing with persons at various levels of understanding
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Estimate project requirements and organize resources to meet goals and deadlines
- Direct and evaluate staff training
- Establish and maintain effective relationships with parents, community representatives, outside contractors, service providers, administrators in the District and other public and private organizations, union officials and employees.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business or public administration, or a related field. Courses in accounting, finance, personnel management and business law are preferable. An advanced degree in Business Administration or Public Administration is preferable.

Experience:

Four years of management experience in contracting processes and the procurement of goods and services. Two of the aforementioned years of experience must include the responsibility of managing procurement personnel, in an organization with at least 500 employees or in a school district with an enrollment of at least 10,000. Government contracting experience is preferred.

Special:

Any one of the following is preferable:

A valid Certified Federal Contracts Manager (CFCM), or;
A valid Certified Professional Contracts Manager (CPCM) credential by the National Contract Management Association (NCMA)

AND

A valid driver's license to legally operate a motor vehicle in the state of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
4-17-25
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