

PROCUREMENT POLICY OFFICER

DEFINITION

A Procurement Policy Officer assists the Chief Procurement Officer in the management of the Procurement Services Division's policies, procedures, and compliance and the District's Credit Card Program.

TYPICAL DUTIES

- Administers the application of laws, rules, policies, and procedures in purchasing supplies and equipment, and contracting personal and professional services for schools, region offices, and other District administrative units.
- Analyzes State and federal laws and regulations as they pertain to the Procurement Services Division's policies and processes to ensure compliance.
- Coordinates audits from the State and federal government and the Office of the Inspector General and provides written responses as necessary.
- Develops and approves all communications disseminated from the Procurement Services Division such as the Procurement Manual, internal policies, controls and procedures, standards, advisories, bulletins, and forms.
- Oversees and manages Key Performance Indicators for the Procurement Services Division.
- Oversees and ensures credit card transactions are legitimate and enforces consequences to District employees as necessary.
- Consults with Information Technology Services personnel in the maintenance and operation of automated office systems and programs applicable to the credit card program.
- Conducts user acceptance testing of SAP functions when they are upgraded or created.
- Documents and publishes contracting procedures and contract general conditions.
- Supervises the preparation and maintenance of a variety of procurement related training materials and records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Procurement Officer is responsible for the planning and coordination of District-wide purchasing and contracting activities.

A Procurement Policy Officer is responsible for managing policies, procedures, and compliance and administering the District's Credit Card Program.

SUPERVISION

A Procurement Policy Officer receives administrative direction from the Chief Procurement Officer and exercises general supervision over technical and clerical employees. Work direction is exercised over contracted employees from credit card companies.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of business and school administration as they relate to organization and management, budgetary and fiscal practices, material acquisition, purchasing, and contracting terms and conditions.
Organization and policies of the Los Angeles Unified School District as well as laws and regulations pertaining to personnel management in the District
Basic principles of cost analysis and control, budgeting, accounting, contract law, public purchasing, and research
Capabilities of office automated systems and programs applicable to purchasing activities
Legal bases and sources of finance of California public education and terminology related to contracting
Procedures and techniques of operations analysis, record development and management, and statistical analysis and presentation
Microsoft Windows Operating Systems and Office Suite Programs

Ability to:

Delegate to subordinates, and evaluate operational effectiveness
Estimate project requirements and organize resources to meet goals and deadlines
Analyze written materials, oral communications, and contract problems
Communicate effectively orally and in writing
Make, support, and explain recommendations
Interpret pertinent laws, rules, and regulations
Conduct meetings and make presentations
Work effectively with the public and school personnel
Use a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in school business management, business, public administration, or a related field.

Experience:

Five years of analytical or administrative experience in purchasing, warehousing, inventory control, contract administration, or related activities in an organization with at least 1,000 employees or in a school district with at least 10,000 ADA, including two years of supervisory experience.

Special:

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

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 a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
03-02-2023
JPK