

## CHIEF PROCUREMENT OFFICER

### DEFINITION

Administers District-wide procurement services by planning, organizing, implementing, and reviewing all policies and procedures related to contracting, and purchasing for schools and offices. Leads the Division in implementing District-wide goals and objectives and determining the most effective methods for carrying out day-to-day and long-term procurement activities, while incorporating best practice principles regarding the acquisition of supplies, equipment, and services and for the processing of personal, professional, and general services contracts for the District.

### TYPICAL DUTIES

Administers all District procurement services through subordinate managers and staff engaged in:

- Managing contracts (including strategic sourcing) for personal, professional, and general services, including the monitoring, oversight, and review of contract materials and evaluations of vendors.

- Purchasing goods and commodities (strategic sourcing), including preparing bid specifications; evaluating products, supplies, equipment and services; monitoring market trends; and evaluating customer needs and expectations.

- Managing materiel management and purchasing activities including general and food distribution operations and logistics; acquisition, warehousing, and delivery logistics; food order and surplus property salvage administration; inventory management; mail delivery; reprographics services; and school communication services.

- Managing Facilities Contracts programs and activities including Job Order Contracts (JOC); Professional Services contracts; Public Works; and Pre-Qualification.

Administers, implements, reviews and updates District-wide contracting and procurement policies in accordance with applicable laws, regulations, policies and ethical standards.

Administers the District's Vendor Management Program.

Recommends, and monitors staff development for contracts, purchasing, facilities contracts and distribution center personnel to maintain best business practices.

Directs and participates in the monitoring of evolving technology and sponsors feasibility studies of the potential utilization of major technological advances in the procurement process.

Directs, reviews, and participates in the analysis of current and potential issues relative to District purchasing and contracting functions.

Participates at the executive level in the development and implementation of internal Procurement Services Division policies, procedures, and planning.

Directs the management of the District's Credit Card Program, which includes P-Card, Travel Card, Contract Card, and Buyer Card.

Represents the Division before the Board of Education and in interdepartmental meetings and participates in the development of District plans for a wide variety of subjects.

Confers with representatives of private firms, governmental agencies, other divisions, and the public in regard to matters affecting Division responsibilities.

Directs and reviews Division personnel management functions, including staff development, employee evaluation and discipline, and liaisons with the Personnel Commission.

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.

The Business Manager is the executive head of several major business divisions which includes Procurement, Transportation, and Food Services.

A Deputy Chief Procurement Officer assists in the planning and coordination of District-wide purchasing and contracting activities.

A Director within the Procurement Services Division is the administrative head of a large, multi-section organizational unit with multiple functions or a highly specialized smaller unit with District-wide responsibilities.

## SUPERVISION

Administrative direction is received from the Business Manager. Supervision is exercised over District-wide procurement and contracting personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles and practices of organization, management, budget preparation, procurement, contract administration, distribution/warehousing, logistics, inventory management, and expenditure control  
Performance Management Standards, Strategic Planning, and implementation  
Computer system capabilities and methods applicable to a wide variety of procurement and business services  
Principles of training, employee evaluation, collective bargaining, and employee relations  
Principles of public relations

### Ability to:

Manage a data-driven, multi-functional, education-based environment  
Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units  
Analyze complex problems, identify solutions, and implement plans to solve problems  
Communicate effectively orally and in writing with persons at various levels of understanding  
Establish and maintain effective relationships with parents, community representatives, administrators in the District, and other public and private organizations, union officials and employees  
Demonstrate success working with and through people in establishing goals, objectives and action plans to produce expected goals

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in business administration or related field. A Master's Degree in Business Administration is preferable.

Experience:

Six years of progressively broader executive or managerial experience in contracting processes and the procurement of goods and services, preferably within a large, urban school district or other governmental organization. Three of the aforementioned years of experience should be at an executive level with responsibility for a major procurement operation.

Special:

A valid California Driver License

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.

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