

DIRECTOR, PURCHASING, CONTRACTS AND RISK MANAGEMENT

DEPARTMENT: Business Services

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - J](#)

POSITION PURPOSE:

Reporting to the Vice Chancellor, Business Services, develops, plans, coordinates, and administers the district purchasing services functions to ensure that the proper products are purchased. Ensures that the needed support and teaching products are available.

Additionally, the Director, Purchasing, Contracts and Risk Management provides leadership and oversight for the Risk Management department.

NATURE and SCOPE:

The Director, Purchasing, Contracts and Risk Management supervises the Director, Risk Management, Senior Buyers, Buyers, and the Executive Assistant.

This position is responsible for negotiating contracts and determining allocation to proper department funds; preparing analysis of bid results and recommending a course of action to the Board of Trustees, and preparing all documents with vendors and contractors.

As the administrator overseeing the Risk Management department, the Director, Purchasing, Contracts and Risk Management establishes the over arching goals and priorities for the Director, Risk Management consistent with the nature and scope of the Risk Management department.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Prepare, evaluate and recommend acceptable formal and informal bids.
2. Prepares analysis of bid results and recommends a course of action to the Board of Trustees, and prepares all documents with vendors and contractors.
3. Provides technical direction on procurement, negotiation and contract bidding procedures to ensure compliance with all contract requirements and problem resolution.
4. Develop and review product and services specifications; review purchase requisitions and sign purchase orders.
5. Writes contracts and purchase orders for services and supplies' provide information and assistance to District personnel regarding contract administration and compliance, purchasing needs, procedures and problems.
6. Acts as primary contact for the District with local businesses interested in contracting opportunities; assists these entities in completing the vendor application process, and advising on potential contact opportunities; and coordinates the publishing of routine announcements of future contract opportunities.
7. Provides assistance to campuses and other District employees in facilitating vendor outreach efforts.
8. Oversees the management of the vendor database system and provides appropriate action and corrective action to ensure completeness and accuracy of data on vendors, suppliers and contractors.
9. Interview vendors, investigate new sources of supply.
10. Develop and manage budgets for Purchasing.
11. Plan, develop and administer policies to ensure efficient and legal purchasing standards.

12. Update purchasing objectives, maintain current information of the applicable regulations affecting purchasing.
13. Prioritize and facilitate disposal of district surplus property.
14. Direct the purchase, inventory control and storage of District equipment, services, supplies and material according to established guidelines and legal requirements; serve as contract administrator for a variety of District contracts; ensure that the responses and proposals from contractors meet the terms and conditions of the contract as agreed.
15. Attendance at evening Board meetings as required.
16. Oversees the plans, organization, and operations of the Risk Management department. Provide guidance and leadership to assist the Risk Management department in achieving its stated goals and priorities.
17. Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Business administration and personnel supervision.
2. Budget and finance.
3. Knowledge of bidding, procurement and construction contracts.
4. California Code governing public purchasing and contracting.
5. Principles of California Education Code, Health and Safety Code, Labor Code, Public Resources Code, Revenue and Taxation Code, Government Code, Business and Professions Code, Civil Code.
6. Policies, standards, laws, regulations and practices pertaining to risk management, and insurance policy acquisition.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals.
3. Supervisory, Problem solving, Leadership skills.
4. Make sound personnel and business decisions and to establish sensible district purchasing policy.
5. Analyze situations accurately and adopt an effective course of action.
6. Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
7. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree in Business, Public Administration or other related field.
3. Minimum of one (1) year in a position of personnel supervision.
4. Minimum of two (2) years working in purchasing.

Preferred Qualifications:

1. Familiarity with a variety of educational and construction purchasing needs.
2. Personnel supervision experience in a public agency.
3. Two (2) years experience working in public purchasing.

4. Certified Purchasing Manager (CPM).
5. Three (3) years or more of purchasing experience in public education.
6. Minimum of two (2) years responsibility for or oversight of risk management operations.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.
3. May include additional hours beyond the normal workday as required.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Revised: March 2013; May 2017; October 2022

Ed Code: H-11

Creditable Service: PERS