

**Purchasing and Contracts Manager**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Chief Financial Officer, organize, coordinate, evaluate and manage District-wide contract programs, services, operations and activities, including bid processing, contract negotiations and preparation and maintenance of records and reports; assure compliance to established guidelines, board policies and administrative regulations for purchasing and contracts, including District, State, Federal and other legal requirements; prepare analysis of bid results and recommend a course of action to District administration and Board of Trustees; work collaboratively with the Colleges to streamline processes, develop consistent purchasing practices, and facilitate purchasing activities; maintain customer service culture; train on purchasing procedures; supervise and evaluate assigned staff; perform a variety of other technical tasks related to areas of assignment.

**Examples of Duties**

1. Coordinate and, evaluate the formal and informal bid process making recommendations on acceptable proposals.
2. Prepare analysis of bid results and recommend a course of action to Administration and Board of Trustees, and prepare all documents with vendors and contractors.
3. Provide technical direction on procurement, negotiation and contract bidding procedures to ensure compliance with all contract requirements and problem resolution.
4. Communicate with various District and college personnel to coordinate contract administration and compliance -, including but not limited to standardizing and optimizing the contracting language and vendor outreach.
5. Monitor, develop and review product and services specifications to ensure compliance of contracting and purchasing policies with legal requirements.
6. Supervise purchasing functions to ensure the administration of efficient and legal purchasing standards.

### Examples of Duties (continued)

7. Act as primary contact for the District with businesses interested in contracting opportunities; assist these entities in completing the vendor application process and advising on potential contract opportunities; and coordinate the publishing of routine announcements of future contract opportunities.
8. Oversee the management of the vendor and contract databases systems and provides appropriate action and corrective action to ensure completeness and accuracy of data on vendors, suppliers and contractors.
9. Monitor and update purchasing objectives; maintain current information of the applicable regulations affecting purchasing.
10. Prioritize and facilitate disposal of district surplus property.
11. Plan, organize and perform appropriate training and staff development, provide orientation and training for new employees.
12. Develop, prepare and maintain a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities.
13. Maintain professional and technical knowledge by attending relevant seminars and workshops.
14. Performs related duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree in Business, Public Administration or other related field.
- Minimum of two (2) years in a position of personnel supervision.
- Minimum of three (3) years working in purchasing and that demonstrates strong knowledge of public procurement and bidding practices.

### Minimum Qualifications (continued)

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### **Knowledge and Abilities**

#### Knowledge of:

Purchasing and Contracts Manager/ Classified Administrator / Grade G

- Applicable local, State and federal laws, codes and regulations, including those affecting public procurement and bidding requirements, including principles of California Education Code, Public Contract Code, CUPCCAA, labor code, health and safety codes, and revenue and tax codes.
- Budgeting and finance in a governmental or public agency setting. Business communication and report writing.
- California tax structures for goods and services.
- Computer systems, programs and software that facilitate purchasing and contracting functions.
- District and college organization, operations and objectives.
- Methods, practices, procedures and legal requirements related to governmental purchasing, including contract and bid procedures for education and facilities purchasing needs.
- Modern office methods, practices, procedures and equipment. Oral and written communication skills.
- Principles and practices of contract negotiations and dispute resolution.
- Principles and practices of management Principles and practices of training, supervision and performance evaluation.
- Record-keeping techniques.
- Sources for goods and services typically used in community colleges.
- Types of supplies, materials and equipment commonly used by the District.
- Strong knowledge of computer applications including, spreadsheets, databases, and general use of personal computers, printers, telephones, Internet, and email.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze, evaluate and modify purchasing and contracting methods and procedures. Assist in preparing and managing department budgets.
- Ability to successfully handle competing, high priority job tasks quickly and successfully with effective results in a fast-paced environment; Ability to also handle matters with a quick turn-around time.
- Collect, compile and analyze data.
- Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District, including complex proposals.
- Develop and maintain sources of supplies, materials, equipment and services.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

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