



PROCUREMENT AND CONTRACT SPECIALIST

SUMMARY

Under direction, develops, implements, monitors, evaluates, and supervises the operations of District purchasing functions. Areas of responsibility include, but are not limited to, partnering with District managers/supervisors to perform complex vendor assessments, vendor negotiation, and developing and maintaining purchasing procedures and policies, including purchase requests, procurement cards, expense reimbursement, travel, and training. Supports the administration of contracts and development of processes to ensure contracts are established with minimal risk and with due consideration of the interests of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff in Administrative Services. Will provide technical and process-focused guidance to District staff in relation to procurement-related processes, but will not directly supervise staff.

DISTINGUISHING CHARACTERISTICS

The Procurement and Contract Specialist is an individual contributor role, though indirect supervision of staff will be required. The Procurement and Contract Specialist is responsible for the District's Procurement and Contract Administration functions. Performance requires working independently while demonstrating initiative and discretion. This classification is distinguished from the Finance Manager role in that it is focused on the Procurement function while the latter is responsible for strategic planning and management of all other Finance functions and, from the Administrative Services Manager role, which includes responsibility for all Finance, Human Resources, and Information Technology functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Establishes, maintains, and enforces the District's procurement policies, including delegation of authority, requirements for competitive bidding, and guidelines for how various types of purchases may be effected.
2. Establishes, maintains, and enforces the District's credit card program, including which job classifications are eligible to be issued a card, what types of purchases are allowed, and what limits are established for card-based purchases.
3. Establishes, maintains, and enforces the District's travel policies and procedures.
4. Maintains current information related to relevant regulatory requirements for Special District procurement, including California Uniform Public Construction Cost Accounting Act (CUPCCAA) and other relevant legislation.
5. Establishes and maintains Procurement-related software applications in a manner that is consistent with current Procurement policies.
6. Establishes reporting that facilitates Purchase Order (PO) management, including closure of POs when all related invoicing has been completed against the PO.
7. Performs pre-purchase work in conjunction with District staff, including establishing statements of work and technical purchase requirements, assessing competitive bidding, and validating the financial status of alternative vendors.
8. Manages the accurate and complete creation of POs for approved Purchase Requisitions (PRs) and ensures proper entry such that invoicing against POs can be successfully completed.
9. Partners with District staff to negotiate best value for the District in regards to pricing and services/products to be delivered.
10. Confers with sales representatives on products and services to ensure consistency with service/product specifications as outlined in PRs.
11. Reviews contractual terms and conditions to ensure the District's interests are completely addressed, and ensure proper approvals are obtained prior to the execution of contracts for services and products.
12. Maintains vendor and supply records and files.
13. Maintains inventory levels and inventory accounting records.
14. Explores new sources of supply to optimize value to the District.
15. Prepares formal bid requests.
16. Monitors status of software license compliance in conjunction with IT support staff.



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17. Works collaboratively with other Finance staff and departments; confers regularly with other supervisors and managers.
18. Assists in developing and implementing staff training related to policies, procedures, and related system usage.
19. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
20. Assists with District special events as needed.
21. Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in accounting, finance, business, or public administration, or a related field is required;
- AND**
- Three years' experience in purchasing materials, services, supplies, and equipment, preferably in a public agency;
- OR**
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Laws and regulations related to local government purchasing.
- Effective Purchasing policies, practices, and procedures for a public agency.
- Warehouse and inventory control policies and procedures.
- Negotiation techniques to optimize vendor terms, pricing and delivery and which consider specific budget and schedule requirements.
- Practices and methods of purchasing by specification and competitive bid.
- Relevant occupational hazards and standard safety practices.
- Deployment and maintenance of procurement software applications.
- Modern office practices, methods, computer equipment and software applications.

Ability to:

- Develop, interpret and enforce materials, services, and supplies contracts.
- Interpret laws, rules and regulations pertaining to purchasing.
- Investigate and develop new sources of supply.
- Plan, develop, and maintain purchasing policies and procedures.
- Develop and maintain required records and files.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Exercise appropriate safety measures.
- Maintain a clean and orderly work environment.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships with District staff, legal counsel, and vendors.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- Certified Procurement Professional certification is desired.

PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification



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although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: PT874

FLSA Status: Non-Exempt

Supersedes: NEW