

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/19	MANAGER PROCUREMENT & CONTRACTING SERVICES	3.6.1.2
Effective Date	Job Title	Index

PURPOSE

To coordinate the district wide contracts and contract development for the procurement of goods and services while ensuring adherence to all state and public contracting laws, rules and requirements. To supervise, assign, and review the work of personnel within Procurement department.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Director of Budget & Financial Services and/or an appointed designee. Exercises supervision over Procurement & Contracting personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

- E1 Oversees and assigns daily work of Procurement staff
- E2 Develops plans and controls necessary for compliance with procurement law
- E3 Develops plans and controls necessary for contract management
- E4 Ensures procedures are in place for efficient processing of requests for goods and services
- E4 Ensures policy, rules and procedures are maintained and updated as required by statute
- E5 Ensures proper archiving of procurement and contract records as required by statute
- E6 Interprets and applies rules, policies, procedures and regulations pertaining to purchasing matters
- E7 Develops and prepares recommendations regarding new and revised procedures.
- E8 Serves a resource to, and liaison between director and other employees, vendors and the public.
- E9 Administers district's credit card program, including issuance of cards, and trainings
- E10 Provides guidance and training to district staff as needed, to ensure understanding of procurement rules.

Additional Functions:

Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public sector purchasing.

Pertinent District, state and federal laws, rules and regulations.

Principles and practices of work coordination and simplification.

Principles and practices of research, problem solving and program evaluation.

Principles and practices of public contract administration and material acquisition.

Modern office procedures, practices and computer equipment.

Ability to:

Develop and maintain procedural systems and controls.

Analyze problems and develop and implement plans and procedures.

Prepare complex analysis and reports.

Interpret and explain policies and procedures.

Assign and review the work of others.

Train professional and technical staff.

Operate a computer terminal to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.

Communicate effectively, both orally and in writing.

Maintain cooperative relations with other employees, vendors, and the public.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible purchasing experience in contract development, negotiation, and administration in a setting involving large volume purchases of a wide variety of products and services; including two years of experience in supervising purchasing activities and the work of others.

Training:

Degree from an accredited college or university with major course work in business or a related field. Training in public purchasing and contract law.

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Salem-Keizer Public Schools
Manager Procurement & Contracting Services (continued)

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.