

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### DIRECTOR OF PROCUREMENT AND CONTRACT SERVICES (PACS)

CMS Salary Range 35

#### BASIC FUNCTION:

Under the direction of the Executive Director of Business Services/Chief Business Official, supports the District's community and mission by providing leadership, direction and expertise in contract and procurement services that ensure quality products and services are purchased in a cost-effective, efficient and ethical manner. Must possess a good working knowledge of the legal aspects of contract administration and purchasing best practices. These duties require strategic planning skills, visionary leadership, a comprehensive knowledge of industry trends, advanced technology applications, and the ability to work collegially and collaboratively with diverse audiences throughout the campus community. The Director supervises the purchasing department, warehouse and mail/duplication staff and is responsible for the creation and implementation of departmental policies, procedures and standards. Must possess excellent written and verbal communication skills, effective organizational and negotiation skills and the ability to lead and motivate staff.

#### REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving District objectives and service expectations. (E)
- Formulate procedures and policies used for procurement, property inventory control, mailroom/duplication center and warehouse operations. (E)
- Supervise the purchase, receipt, storage, and distribution of supplies and equipment. (E)
- Facilitate the development and update of boilerplate contracts with legal counsel to adhere to various legal codes and requirements. (E)
- Provide technical expertise and guidance on contract, formal bid, RFQ, RFP (etc.) and purchasing issues; interprets and explains applicable laws, regulations, codes and policies to District management and staff; confers with legal counsel as needed on contracting and purchasing issues.
- Negotiate, prepare, and administer contracts for the maintenance, purchase and lease of material, equipment, and real property. (E)
- Review transactional agreements related to general goods/services and public works, not limited to: consultant and contractor agreements, and service agreements. (E)
- Negotiate terms and conditions of agreements and enforce them. (E)
- Work with Director of Risk Management to establish necessary District protocols to mitigate District liability. (E)
- Adhere to various code and legal requirements. (E)
- Directs and maintains recommended Board Policy and Administrative Procedures for Purchasing, Contracts (including public works) and Travel. (E)
- Evaluate District expenditures for goods and services using quantitative methods and current market trends. (E)
- Examine and prepare information necessary for awarding of contracts and recommend acceptance or rejection of public bids. (E)
- Plan, organize and administer the logistical requirements and material management of the District, including the management of capital equipment, shipping and receiving, warehouse operations, distribution and courier services, an effective disposal of surplus/obsolete property. Resolve complaints from vendors and departmental representatives. (E)
- Develop small, disadvantaged & local business plan; monitor and perform outreach to meet established annual goals. (E)
- Organize/hold and/or participate in ongoing vendor expos to educate local businesses on how to do business with the District (E)
- Select, assign, train, evaluate, and develop staff in accordance with needs. (E)
- Prepare various informational reports. (E)
- Prepare annual budgets and assist with annual inventory for Auditor's Report. (E)

- Manages the bidding process including pre-bid meetings, bid openings and award recommendations. (E)
- Provide short-term and long-term planning through program review in conjunction with District Strategic Goals. (E)
- Participates on District committees and represents the Department and District to outside groups and organizations; participate in outside community and professional groups and committees. (E)
- Serve as Primary Logistical Coordinator for District's Incident Command Staff for emergency operations center. (E)  
Performs other duties as assigned by the Executive Director of Business Services/Chief Business Official (E)

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited institution in business, public administration or related field AND three years of responsible purchasing experience proving knowledge in a wide variety of commodities and equipment or equivalent; previous supervisory experience required.

#### **DESIRABLE QUALIFICATIONS:**

- Master's Degree in a closely related field.
- Paralegal degree/certification.
- Prior purchasing leadership experience in an academic environment. Professional procurement certification; eg., CPP, CPPM, CPM, CPSM.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

#### **KNOWLEDGE OF:**

- Methods, practices, and procedures, including governmental purchasing, contracting, and material management adhering to public contract and education code guidelines.
- Sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials. Store room practices and stock record systems and record retention methods.
- Warehouse and inventory methods, procedures and best practices.
- Good working knowledge of the legal aspects of contract administration and purchasing best practices.

#### **ABILITY TO:**

- Plan and schedule buying activities for greatest efficiency and service.
- Interpret market prices and trends.
- Plan and supervise the work of others and work cooperatively with others.
- Prepare and write formal bid specifications.
- Receive and analyze bids and recommend award.
- Purchase goods and services in compliance with specifications and financial constraints.
- Organize and supervise warehouse operations and personnel.
- Train, supervise and evaluate personnel in methods and procedures of assigned functions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides direction and supervision to Buyers, Warehouse Technician, Warehouse Assistant, Mailroom/Duplication Technicians, Clerical II and student worker(s).

**CONTACTS:** Co-workers, administrators, students, vendors, other agency constituents, and the general public.

#### **WORKING CONDITIONS:**

Normal office environment.