

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - PURCHASING SERVICES

BASIC FUNCTION:

Under

personnel, vendors, purchasing records, contracts and other agreements for goods and services that SCCOE provides and receives and assigned activities using contemporary office methods.

Ensures contracting party is not on the suspended and debarment list before the contract is approved.

Reviews, establishes, and implements appropriate standardized purchasing procedures, set-up and collections of receivables, and bill payments.

Oversees and coordinates the County Office's Purchase Card (Pcard) program; approves new Pcard requests and changes to the limits of existing cardholders; provides annual and on-going training for cardholders; monitors purchases and Pcard activities; performs monthly audits and prepares exception reports; ensures overall compliance of the Pcard program, policies and procedures, and appropriate use of the Pcard.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information; collaborates with local, regional, State and other business community professionals to assure optimal practices are utilized by County Office business office personnel.

Develops and prepares the annual preliminary budgets for Purchasing Services; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Oversees and coordinates the DE542 Independent Contractor Reporting in coordination with Risk Management and Internal Business Services; ensures timely reporting of independent contractors' memorandum of understanding, contracts, or payments.

Operates a computer, scanner and other office equipment as assigned.

Drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; chairs and participates on assigned committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procurement methods and procedures of a large, centralized purchasing functions, including buying, bid processes, quality assurance, contract administration, and contract management.

Sitting for extended periods of time.

Approved by Personnel Commission: June 23, 2011
Revised: 11/14/15, 2/11/15, 4/13/22

Marisa Perry

Date: 4/13/22