

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR PURCHASING SERVICES

BASIC FUNCTION:

Under the assigned supervision, supervises the daily operations of the Purchasing Services Department; supervises, trains, and evaluates the performance of assigned personnel; assists in planning and developing new and revised procedures, performs a variety of purchasing related special projects; bid and contract processing.

REPRESENTATIVE DUTIES:

The following are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Reviews and validates that purchases are made in accordance with the applicable laws, codes and policies including the Public Contract Code, State Education Code and Governing Board of Education policies and county office procedures.

Performs complex procurement of services, materials, equipment, and supplies; prepares legal bid documents and formulates specifications in compliance with established requirements; assists departments with purchase requests.

Reviews and approves contracts and agreements; performs product research, testing and evaluation to determine best buy price and satisfaction.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, terminations and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards and makes recommendations.

Assists in preparing complex Request for Proposal (RFP) documents; works with requesting program to establish RFP schedule; assists program with vendor sourcing; assists in preparing draft proposal utilizing program specifications and award criteria; assists in creating and distributing final RFPs; assists in evaluating proposals received and scheduling interviews for finalists.

Reviews and evaluates existing purchasing methods, assignments, policies, and procedures to implement continuous improvement and increase efficiency and effectiveness of purchasing operations.

Assists in preparing and maintaining a variety of narrative and statistical reports, records and files related to vendors, purchasing records, contracts and agreements.

Participates in special projects related to purchasing as necessary for management decisions; provides support in conducting a variety of meetings as assigned.

Maintains master vendor files; provides timely and accurate reports and calendars. Maintains files in accordance with the established record retention policies.

Sources of supply, general business conditions and specific commodity trends related to public education purchasing.

Interpersonal skills using tact, patience, and courtesy.

County Office organization, operations, policies, and objectives.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Principles and practices of supervision and training.

ABILITY TO:

Interpret and apply laws, rules and regulations affecting County Office of Education purchasing operations.

Prepare and write complex formal bid specifications.

Recommend new or revised purchasing procedures.

Train, supervise and evaluate personnel.

Prepare and present oral specifications and reports.

Perform a variety of technical accounting duties.

Prepare a variety of local, state, and federal financial reports and projections.

Maintain and audit fiscal records, reports, and accounts.

Assure compliance with applicable County Office of Education policies, procedures, and governmental regulations.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and timelines.

Compile, analyze and record financial statistical data.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

Applies knowledge of the intersectionality of race, equity, and inclusion.

Builds and sustains positive, trusting relationships.

Conducts SCCOE operations with the highest moral, legal, and ethical principle.

EDUCATION AND EXPERIENCE:

Any combination of

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Sitting for extended periods of time.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

Approved by Personnel Commission: June 14, 2023



Marisa Perry
Director III – HR/ Classified Personnel Services

Date:6/14/23