

## PROCUREMENT POLICY OFFICER

### DEFINITION

The Procurement Policy Officer assists the Chief Procurement Officer in the management of the Policy, Procedures, and Compliance Unit and the District's Credit Card Program.

### TYPICAL DUTIES

- Administers the application of laws, rules, policies, and procedures in purchasing supplies and equipment, and contracting personal and professional services for schools, local district offices, and other District administrative units.
- Analyzes State and federal laws and regulations as they pertain to the Procurement Services Group's policies and processes to ensure compliance.
- Coordinates audits from the State and federal government and the Office of the Inspector General and provides written responses as necessary.
- Develops and approves all communications disseminated from the Procurement Services Group such as the Procurement Manual, internal policies, controls and procedures, standards, advisories, bulletins, and forms.
- Oversees and ensures credit card transactions are legitimate and enforces consequences to District employees as necessary.
- Consults with Information Technology Division personnel in the maintenance and operation of automated office systems and programs applicable to the credit card program.
- Determines implementation of procurement freezes from the Office of the Superintendent.
- Supervises the preparation and maintenance of a variety of procurement related training materials and records.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Procurement Officer is responsible for the planning and coordination of District-wide purchasing and contracting activities as a part of the District's Business Services Division.

The Procurement Policy Officer is responsible for managing the Policy, Procedures, and Compliance Unit and the administering the District's Credit Card Program.

### SUPERVISION

The Procurement Policy Officer receives administrative direction from the Chief Procurement Officer and exercises general supervision over technical and clerical employees. Work direction is exercised over contracted employees from credit card companies.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles and practices of business and school administration as they relate to organization and management, budgetary and fiscal practices, material acquisition, purchasing, and contracting  
Organization and policies of the Los Angeles Unified School District as well as laws and regulations pertaining to personnel management in the District  
Basic principles of cost analysis and control, budgeting, accounting, contract law, public purchasing, and research  
Capabilities of office automated systems and programs applicable to purchasing activities  
Legal bases and sources of finance of California public education and terminology related to contracting  
Procedures and techniques of operations analysis, record development and management, and statistical analysis and presentation

### Ability to:

Delegate to subordinates; and evaluate operational effectiveness  
Estimate project requirements and organize resources to meet goals and deadlines  
Analyze written materials, oral communications, and contract problems  
Communicate effectively orally and in writing  
Make, support, and explain recommendations  
Interpret pertinent laws, rules, and regulations  
Conduct meetings and make presentations  
Work effectively with the public and school personnel  
Use a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with courses in school business management, accounting, business or public administration, or a related field.

### Experience:

Five years of analytical or administrative experience in purchasing, warehousing, inventory control, contract administration, or related activities in an organization with at least 1,000 employees or in a school district with at least 10,000 ADA, including two years of supervisory experience.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Reestablishment and Re-title of Procurement Officer class

03-17-10

JPK