

## DEPUTY CHIEF PROCUREMENT OFFICER

### DEFINITION

Assists the Chief Procurement Officer by planning, organizing, and directing the procurement and contracting activities of a multi-section division, including the procurement and contracting of materiel, furniture, food and food related items, general and professional services. Acts for the Chief Procurement Officer as required.

### TYPICAL DUTIES

Assists in administering all District procurement services through subordinate directors, managers, and staff engaged in:

Negotiating, preparing, processing, and administering competitive solicitations, and bids for supplies, equipment, furniture, food and food related items, textbooks and prepared instructional materials, professional and general services.

Activities related to the sale and distribution of warehouse commodities commonly used in a K-12 school environment and other ancillary functions such as truck operations, textbook inventory management, mail delivery, reprographic services; and school reprographic services.

Managing the District's Credit Card Programs, Unified Print Program, Rental of Facilities, and Vendor Services.

Coordinates strategic sourcing activities and plans for grant expenditures.

Providing customer service and training to schools and offices in the use of SAP and all procurement related activities.

Develops, recommends, and administers policies relative to the procurement and contracting of materiel, furniture, food and food related items, credit card program, and professional and general services contracts.

Directs development of policy and procedures coordinating and ensuring compliance with Office of Inspector General and other District, State, and federal auditors.

Oversees the revision of procedures, when appropriate, based on audit findings and recommendations.

Administers compliance with the District's Ethics Policy including the Contractor Code of Conduct. Acts as a hearing officer while conducting and rendering decisions regarding bid protest and bid appeals.

Ensures conformance with applicable District policies, labor agreements, and local, State, and federal regulations.

Solicits and implements legal opinions relative to contracts, procurements, goods, food, and general and professional services.

Develops long-term goals and objectives to enhance customer service, safety, and attendance, and to increase awareness of products and services available.

Presents written and oral reports and administers the preparation of reports to the Board of Education and, upon approval, directs the execution of procurements and contracts.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Chief Procurement Officer assists in the planning and coordination of District-wide purchasing and contracting activities.

The Chief Procurement Officer is responsible for the planning and coordination of District-wide purchasing and contracting activities.

A Director within the Procurement Services Division is the administrative head of a large, multi-section organizational unit with multiple functions or a highly specialized smaller unit with District-wide responsibilities.

## SUPERVISION

The Deputy Chief Procurement Officer receives administrative direction from the Chief Procurement Officer and exercises general supervision over lower-level management and/or supervisory personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal aspects of general supplies and equipment, and professional and general services contracting and procurement
- Legal basis and sources of finance of California public education
- Principles and practices of organization, management, budget preparation, strategic sourcing, procurement, contract administration, and expenditure control
- Contract bonding policy and requirements
- Accounting principles, including the development of overhead rates and allowable costs in developing delay impact analysis
- Computer system capabilities and methods applicable to a wide variety of procurement and business services
- Principles of training, employee evaluation, collective bargaining, and employee relations
- Principles of public relations and customer service

### Ability to:

- Interpret laws, regulations, and policies that affect contracts, general goods and services, and professional services contract procedures
- Estimate project requirements and organize resources to meet goals and deadlines
- Effectively manage a large staff with diverse functions and abilities
- Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units
- Analyze complex problems, identify solutions, and implement plans to solve problems
- Communicate effectively orally and in writing with persons at various levels of understanding
- Establish and maintain effective relationships with parents, community representatives, administrators in the District, and other public and private organizations, union officials and employees

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in business administration or related field. A Master's Degree in Business Administration is preferable.

Experience:

Five years of progressively broader executive or managerial experience in contracting processes and the procurement of goods and services, preferably within a large, urban school district or other governmental organization. Two of the aforementioned years of experience should be at an executive level with responsibility for a major procurement operation.

Special:

A valid California Driver License  
Use of an automobile

SPECIAL NOTE

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. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
01-29-18  
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