



PURCHASING ANALYST – CONTRACTS OFFICER

Position Summary

Manages a large portion of the contracting process for the District, including planning, coordinating and overseeing contracting activities, primarily non-construction related. Ensures the District's compliance with Federal, State and local contracting laws and Board policy. Performs the full range of procurement activities, including negotiations with vendors, and coordinating communications among district staff, vendors and the School Board. Provides complex staff support to the Chief Financial Officer and the Associate Director of Financial Services.

The Contracts Officer provides contracting and purchasing services and support for both central office departments as well as individual school personnel. The position will also answer inquiries from external vendors and federal, state and local agencies concerning District contracting and purchasing requirements and practices.

Supervisory Relationship

Daily guidance provided by the Associate Director of Financial Services. This position will report to the Chief Financial Officer, as directed, for specific tasks and special projects.

Essential Functions

Contract Oversight

This position works in coordination with other Purchasing team members to ensure the accurate, complete and timely processing of most District contracts. Specifically, this position:

- Plans, organizes, and coordinates centralized processing of District contracts in the following areas: personal services, risk management, employee benefits, grants, intergovernmental agreements, independent contractor agreements, sponsorships and other special procurements or agreements, and purchases of goods or services.
- Establishes central purchasing contracts (price agreements) for standard items and professional services as requested by the District.
- Monitors and oversees central contracts for goods or services. This would include, but not be limited to, the District's contracts for printing, mail services, copiers, office supplies, paper, all-in-one copiers, and drivers' education.
- Confers with District legal counsel, as needed, to assure compliance with applicable laws, regulations and policies. Seeks formal legal sufficiency review or other formal guidance when necessary to protect the interests of the District.

- Develops positive working relationships to foster a collaborative environment for contract coordination and oversight.
- Maintains a strong working knowledge of applicable federal, state and District purchase and contracting laws, regulations and policies. Provides guidance and assistance to District staff and relevant third-parties on same.
- Ensures internal control procedures and District policies designed to assure timely, accurate and complete contract review and processing are followed. This position would be expected to investigate processing and review discrepancies and propose revisions to internal control procedures as necessary to prevent recurrence.

Complex Purchasing Activities

This position works closely with the other Purchasing Analyst (part-time) and Financial Services staff to support the District's purchasing program. Duties would include, but not be limited to, the following:

- Administer the procurement process resulting in the acquisition of a variety of goods and services that fulfill the requirements of the District, primarily non-construction.
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate/consolidate district service needs among departments and with outside agencies.
- Conduct public bid/proposal opening for projects over the formal bid threshold in accordance with established procedures; review bids and proposals for responsiveness to minimum procurement requirements; notify affected bidder/proposers of non-responsiveness and non-responsibility findings; review, evaluate and resolve protests in accordance with established procedures, to ensure bidder/proposers receive due process.
- Determine the appropriate method of solicitation in accordance with applicable laws and Board policies.
- Consult with schools and departments on legal issues and other applications of purchasing regulations.
- Confer with District legal counsel to assure compliance with applicable laws and regulations.
- Analyze proposed or approved legislation and regulations to assess the impact on District operations.
- Develop and provide training to District staff on purchasing policy and procedures, including credit card usage, bidding requirements, and contract management.

Special Projects

Completes special projects at the direction of the Associate Director of Financial Services or the Chief Financial Officer. Projects may include, but would not be limited to:

- Policy/procedure compliance reviews
- Analysis of impact of proposed legislation or federal/state mandates
- Research and testing of potential system improvements and/or module implementations and development of recommendations for action
- Review of policy/procedures/guidelines and development of proposed updates

Required Knowledge, Skills and Abilities

- Knowledge of procurement methods, practices and procedures, and governmental purchasing and contracting.
- Knowledge of Federal, State and local laws, codes and regulations pertaining to contracts.
- Knowledge of principles of electronic commerce and automated purchasing systems.
- Knowledge of general accounting practices.
- Ability to independently organize and implement a comprehensive purchasing program.
- Ability to work effectively with little or no supervision.
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Ability to effectively analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to analyze and evaluate operating methods, procedures and systems, and recommend process improvements.
- Ability to think strategically and develop both short-term and long-term plans to meet an objective.
- Ability to establish and maintain cooperative working relationships with a diverse representation of district staff and vendors.
- Excellent communication skills, both verbally and in writing, with internal and external customers.
- Skills in word processing, spreadsheet and database query functions. Ability to learn and use personal computer applications such as Access.
- Demonstrated ability to effectively work with and respond to people from different cultures or backgrounds.

Minimum Qualifications

- Bachelor's degree in finance, management, or closely related field and three to four years of professional-level contract administration or purchasing experience; or any combination of experience and training that provides the required knowledge, skills, and abilities.

Preference will be given to:

- Applicants with an applicable advanced degree (Juris Doctor, Masters or PHD with relevant focus)

- Government or school district contracting and/or purchasing experience at the professional level

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 04/ 12 Month
Approved by	Dr. Gustavo Balderas – <i>Superintendent</i> Karen Hardin – <i>Recruitment, Retention, Equity and Staff Development Administrator</i>
Last revised	December 10, 2015