

## EAST SIDE UNION HIGH SCHOOL DISTRICT

**JOB TITLE: Contracts Administration Coordinator**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the supervision of the Director of General Services is responsible for managing the Purchasing Department, the financial and procurement aspects of contracts and purchase orders for goods and services, including facility construction. Leads the assessment and selection of qualified vendors and contractors. Assists and advises District staffs in the contracting process for a public educational agency.

**SUPERVISOR:** Director or other upper level manager/administrator

### **TYPICAL DUTIES**

Develop and provide informal and formal bid offers, RFPs, RFQs, prequalification pools

Work with the Purchasing staff to optimize vendor/supplier and District staff relationships

Manage basic contract negotiation, administration and termination

Purchase common goods and services in accordance with quality, quantity and specification requirements

Manage warehouse operations

Managing first class mail delivery system within the District

Follow up to insure the proper receiving and payment of orders

Utilize the principles, procedures and best practices of public agency purchasing and public works construction, capital projects and new capital equipment acquisition

Utilize the principles, procedures and best practices of specification creation and usage

Utilize the principles, procedures and best practices of bid tabulation and analysis

Manage the surplus equipment disposition

Comply with Federal and State laws and regulations related to public agency purchasing and construction

Utilize Supplier management and evaluation methods

Manage Fixed Asset record keeping and tracking system and procedures

Process requisitions and issue purchase orders and change orders in an enterprise financial management system environment

Evaluates purchasing and warehouse staff

Other duties as assigned

### **EMPLOYMENT STANDARDS**

Ability to:

- Develop comprehensive plans to increase effectiveness of organization within his/her area of responsibility
- Communicate in English, written and oral
- Handle stressful situations in a calm, collected manner
- Use computer and appropriate software (QSS, Excel, EMS, etc.)
- Plan, organize, schedule, supervise and evaluate the work of others
- Communicate and work with a diverse and multi-lingual population
- Organize data to develop and apply accountability measures to his/her areas of responsibility
- Organize and analyze complex information; manage purchasing in an on-line environment; research and interpret complex policies, regulations and laws; handle pricing analysis and complete documentation

Knowledge of:

- Laws, codes and ordinances used in public school purchasing
- Management best practices and process development

### **MINIMUM QUALIFICATIONS**

Minimum: Bachelor's Degree, Master's preferred

Five years experience working in public agency procurement or related area.

A certificate in purchasing management is desirable

Valid California Driver's License