

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**EXECUTIVE DIRECTOR, CONTRACTS AND PURCHASING**

**DEFINITION**

Under direction of the Deputy Superintendent, Business and Support Services, the Executive Director, Contracts and Purchasing supports the educational programs of the District by directing, planning, leading and organizing the activities and functions of purchasing, central warehousing and graphic arts services.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Develop, implement and communicate procedures related to receiving, storage, delivery, warehouse inventory control, mail services and fixed assets management.
2. Develop and implement purchasing and contract management instructions, policies, and procedures.
3. Oversee the administration of vendor contracts and the competitive bidding process.
4. Oversee the negotiation, analysis, recommendation and preparation of District bids, leases and contracts with outside vendors.
5. Direct the preparation of specifications, bids, and quotations for a variety of purchases, using available cost saving techniques, such as California Multiple Awards Schedule (CMAS) and cooperative bids in conjunction with other agencies.
6. Direct, plan and organize the purchase, receipt, warehousing, and distribution of all supplies and equipment in accordance with all legal requirements and District procedures and policies.
7. Provide guidance with the drafting of legal documents, resolutions, applications and other legal or quasi-legal papers upon request providing approval as to legality and form.
8. Draft, review and approve vendor and construction contracts, architectural agreement and outside consultants for the District.
9. Prepare Board agenda items and presentations as appropriate.
10. Serve as a technical expert to sites and District departments in evaluating contracts and purchasing agreements.
11. Oversee and monitor the departmental annual budgets and budget planning activities for the Purchasing, Warehouse and Graphic Arts Departments.
12. Confer with sites, department heads and staff to determine purchasing needs.
13. Provide guidance on matters relating to Developer Fees, Bond funds and Mello-Roos funds.
14. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
15. Establish, maintain and nurture professional relationships with parents, community members, students, and school related outside agencies.
16. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

**EXAMPLES OF DUTIES (Continued)**

17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; procedures and legal requirements of school district purchasing leases, bids, and contracts; supplies, materials, and equipment commonly used in a public school setting.

**Ability to:** Direct, manage and supervisor the functions and activities of a Purchasing and Warehouse/Graphic Arts department for a school district; monitor and/or develop programs or mechanisms to improve organizational efficiency; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; prepare and deliver oral presentations; establish and maintain reports and records; prepare accurate and complete specifications, bids, records, and reports; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Master's degree from an accredited college or university in a related field.

**Experience:** Six years of progressively responsible professional experience in material, supply and equipment procurement including four years in a management or supervisory position. Experience in a public sector or educational environment preferred.