VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PURCHASING MANAGER

BASIC FUNCTION:
Under direction, plan, organize and direct the daily activities of the purchasing, fixed assets, and surplus inventory functions; develop specifications and analyze bids to purchase materials, equipment, and services; assure that Ventura County Office of Education purchases are made in accordance with applicable procedures, regulations, laws, and policies; train, assign and supervise the work of assigned personnel; perform a variety of purchasing-related special projects.

REPRESENTATIVE DUTIES:
Plan, organize and direct the daily activities of the purchasing function; develop specifications and analyze bids to purchase materials, equipment, services; assure that VCOE purchases are made in compliance with applicable procedures, regulations, laws, and policies; E

Perform complex and technical purchases of services, materials, equipment and supplies; perform product research, testing and evaluation to determine best buy for price and satisfaction of specifications; E

Review purchase requisitions and determine if bidding is required; determine proper sources of supply; purchase and/or prepare bid specifications for the acquisition of supplies, services, and equipment; E

Obtain prices and/or provide estimates for budget purposes; analyze quotes, bids and general conditions for compliance with specifications; conduct public bid openings and award or recommend awarding of purchase contracts; analyze bid bonds and insurance certificates as needed; E

Assure the timely follow-up and expediting of deliveries of orders; research and resolve issues with vendors regarding delivery and product quality and quantity; E

Prepare and maintain a variety of records and reports; prepare purchase requisitions and related documents; expedite orders and deliveries as needed; E

Train, assign and monitor the performance of assigned personnel; provide technical purchasing advice and provide training to departments on legal requirements, regulations and VCOE policies and procedures related to purchasing; E

Plan and coordinate the control and monitoring of VCOE fixed assets and surplus inventory; direct the maintenance of fixed assets records; coordinate the flow of surplus equipment within VCOE, and organize the sale of surplus inventory; encourage and promote recycling activities within VCOE; E

June 1999
REVISED June 2016
Maintain current knowledge of new products, technology and sources of supply; develop new sources of supply, and maintain and develop relationships with vendors and sales representatives; visit vendors' place of business and advise on VCOE purchasing policies, procedures and requirements; E

Operate a computer and specified software as needed to develop specifications, to process approved purchase orders, and to maintain records; operate a typewriter, calculator, FAX machine and copier; E and

Perform related duties as assigned. E

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Governmental purchasing principles and practices, material and equipment commonly used in a school district/county office of education;
- Sources of supply, general business conditions and specific commodity trends related to school district/county office of education purchasing;
- Writing skills to prepare clear concise specifications and reports;
- Purchasing terminology and practices;
- Marketplace and commodity prices and practices;
- Policies and objectives of purchasing program and activities;
- Laws, rules, regulations involved in assigned purchasing activities, including Public Contract Code, State Education Code, OSHA, and Cal-OSHA health and safety codes;
- Operation of computer equipment and various software applications;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- Principles and practices of supervision and training; and
- Oral and written communication skills.

**ABILITY TO:**
- Plan, organize and direct the daily activities of the purchasing, fixed assets, and surplus inventory functions;
- Develop bid specifications to purchase materials, equipment and services;
- Review purchase requisitions and other related documents for accuracy and completeness;
- Assure that VCOE purchases are made in accordance with applicable procedures, regulations, laws, and policies;
- Interpret and apply laws, rules and regulations affecting school district/county office of education purchasing operations;
- Prepare and write complex formal bid specifications;
- Recommend new or revised purchasing procedures;
- Train, assign and monitor personnel;
- Administer complex projects from inception to completion;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others while maintaining assertiveness;
- Plan and organize work;

**June 1999**
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Meet schedules and time lines; and
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: college-level course work in accounting, business
administration, or purchasing and three years increasingly responsible government purchasing
experience involving formal bid purchasing.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions, and
subject to driving your personal automobile to conduct work.

PHYSICAL ABILITIES:
Vision (which may be corrected) to read small print;
Hearing and speaking to communicate with VCOE personnel and vendors;
Sitting for extended periods of time;
Bending, kneeling and reaching to retrieve and file records;
Lifting and carrying objects weighing up to 25 pounds;
Pulling and pushing inventory items; and
Dexterity of hands and fingers to operate computer equipment and to prepare bid documents.

Should an applicant require reasonable accommodation, the Ventura County Office of Education
will consider that upon request.