

**Orange County Public Schools
Job Description**

**SENIOR ADMINISTRATOR, CONTRACT ADMINISTRATION AND
PROCUREMENT SERVICES**

QUALIFICATIONS:

1. Bachelor's degree in Business Administration, public administration or related field from an accredited institution.
2. Three (3) years experience in purchasing and/or ERP systems, preferably within a public school system.
3. Professional Certification highly preferred: CPPO (Certified Public Purchasing Officer); CPM (Certified Purchasing Manager) and/or CPCM (Certified Public Contracts Manager).
4. Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected results.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in the interpretation and implementation of state statutes, State Board of Education regulations and district purchasing policies. Knowledge of generally-accepted purchasing practices, contract law and procedures, particularly as they relate to governmental procurement. Demonstrate leadership and management ability; skill in public relations; ability to apply skills of continuous quality improvement to procurement operations. Ability to anticipate district needs for goods and services and implement appropriate strategies and actions to meet those needs. Ability to analyze and synthesize data for use in sound decision making; demonstrated ability to plan and organize effectively and present information in a concise, understandable manner. Ability to work and communicate effectively with external and internal customers, and to resolve issues and disputes.

REPORTS TO:

Director, Procurement Services

JOB GOAL:

To develop and implement plans and structures and to manage and direct support staff activities to meet the district's needs for purchasing goods and services in the most cost effective manner so that the maximum benefit is derived while the minimum costs are incurred.

SUPERVISES:

Procurement support personnel.

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

PERFORMANCE RESPONSIBILITIES:

- * Manifests a professional code of ethics and values.
- * Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Supervise and direct the activities of procurement support staff, as assigned, consistent with district goals.
- * Work with subordinates to provide appropriate training, development and support for continuous improvement of team performance.
- * Develop and monitor performance measurements of each subordinate as they relate to district goals.
- * Develop complex, non-restrictive specifications from data received from district staff to solicit formal bids, proposals and request for quotations.
- * Initiate issue and monitor Invitation to bids, request for proposals and formal request for quotations to ensure timely processing and award.
- * Design, develop and implement processes and procedures to improve the efficiency of the Furniture, Fixtures, and Equipment (FF&E) Program and other assigned projects while safeguarding the quality of purchased goods and services.
- * Interface with internal and external customers and suppliers to resolve complex issues and problems.
- * Investigate and resolve discrepancies where suppliers fail to provide services or materials as specified and recommend action.
- * Identify and take action to take advantage of opportunities for cost savings in purchasing goods and services for the district, schools and work locations.
- * Research and identify commodities and services appropriate for implementation of strategic sourcing.
- * Analyze and report specific performance measures relating to the FF&E Program and other assigned projects to identify and correct problematic trends and to communicate that analysis to the director, Contract Administration and Procurement Services.
- * Evaluate audit findings to identify critical exceptions in purchasing practices, develop action plans to correct those exceptions and communicate the analysis and action plan to the director, Contract Administration and Procurement Services.
- * Utilize a skill set of process-focused questioning, active listening, and consensus building to develop action plans to address the most pressing issues relative to purchasing practices and procedures as well as specific incidents involving vendors, contracts, bids purchased goods and services.
- * Manage data collection and logistical aspects of multiple projects and initiatives relative to monitoring and improving the performance of Contract Administration and Procurement Services.
- * Provide detailed analysis of data collected through accountability processes and measures.
- * Work with and through staff to develop action plans to correct problems, improve performance or outcomes, and capitalize on opportunities to advance the district's goals.

- * Keep the director informed through written and oral reports regarding the status of the FF&E Program and other strategic planning projects.
- * Implement a system of feedback and evaluation regarding the effectiveness of the FF&E Program and other assigned projects.
- * Establish and maintain effective working relationship with schools, departments, management and the public.
- * Follow the district's policies and procedures as related to all HRMD guidelines, executive limitations, the district's instructional initiatives, and the school district's charter guidelines.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.
- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- * Responsible for self development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by the supervisor.

* Essential Performance Responsibilities

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day

EVALUATION:

Performance on this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.