

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Manager, Contract and Procurement Services**

**Department:** Business and Contract Services

**FLSA Status:** Exempt

**Staff Category:** Administrative Association (Classified Administrator)

**Salary Range:** 64

**Supervision Received From:** Assistant Superintendent/  
Vice President, Finance & Administrative Services

**Original Date:** July, 2012

**Supervision Given:** Supervisory and Classified Staff in  
Business and Contract Services and Purchasing and Warehouse

**Last Revision:** July, 2014  
(Reclassified 7/2014; formerly Director,  
Business and Contract Services)

***Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.***

**JOB SUMMARY.**

Responsible for planning, organizing, directing, and controlling the activities, services, and operations of the College's risk management, contracts, purchasing, warehouse, and contracted auxiliary services functions.

**DISTINGUISHING CHARACTERISTICS.**

The Manager, Contract and Procurement Services is distinguished from other administrative classes in the Finance and Administrative Services division by its responsibility for providing leadership and direction for the District's departments of Business and Contract Services and Purchasing and Warehouse.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory activities.
2. Plans, organizes, directs, and controls the activities, services and operations of the District's risk management, contract services, purchasing, warehouse, and contracted auxiliary services programs and operations; allocates resources and personnel to assure the effective and efficient provision of services to the District.
3. Develops and implements long-range plans, annual goals, and objectives for the Business and Contract Services and Purchasing and Warehouse departments; develops, modifies, and implements policies, procedures, and systems.

4. Plans and directs systems and procedures for the effective use of Cal-Cards for procurement of supplies and equipment District-wide.
5. Develops contracting procedures; develops and secures bid specifications, bid instructions, contract documents and procedures for major procurement and construction projects; discusses, evaluates, develops, and modifies contracting standards for District-wide use; advertises formal bids and requests for proposals.
6. Develops and executes requests for proposals, requests for qualifications, requests for quotations, contracts, and procurement agreements on behalf of the District.
7. Recommends the award of procurement, construction, materials, and service contracts ensuring compliance with state and District Governing Board policies and requirements; prepares written recommendations for the Governing Board.
8. Plans, organizes, and directs the risk management program, including loss control, property, liability, student/professional liability, student accident insurance policies, and student/employee accident prevention and reduction; investigates accidents and claims; coordinates implementation of loss control measures.
9. Coordinates with Health Services, the Athletics Department, and other applicable District personnel to remain current on student health, accident, and safety issues.
10. Meets with insurance carriers to set appropriate levels of coverage and negotiate changes and renewals of contracts; communicates and cooperates with lawyers and insurance investigators on issues related to liability claims for damages filed against the District; prepares written recommendations for District officials and the Governing Board.
11. Assembles, prepares, monitors, and controls assigned department budgets; authorizes expenditures and ensures adequate funding for purchases.
12. Interviews vendors, contractors, and District personnel to advise regarding District procedures; negotiates with contractors and vendors on negotiable items on contracts and agreements; monitors vendor and contract activity, billings, and performance of contract compliance; researches and resolves complaints, concerns, and other issues with District and contracted services personnel.
13. Coordinates assigned responsibilities with District departments to ensure proper payments and availability of funds, proper bidding, and execution of construction projects.
14. Plans, organizes, and controls the services and operations of the Warehouse including courier operations and the receipt, issuance, and delivery of materials and equipment; stores custodial, building, and grounds materials, supplies, and equipment; performs periodic surplus equipment inventories and prepares surplus items for surplus sales and auction; reissues serviceable equipment and furniture throughout the District; coordinates the destruction of surplus materials and equipment according to established procedures.
15. Attends Governing Board meetings to present background and recommendations on bids, liability claims, contracts and agreements, and disposal of surplus property; confers with District officials and employees relative to procedures, needs, specifications, complaints, and related issues.
16. Inspects and verifies the proper completion and compliance with contract specifications; coordinates processing invoices for payment for services and materials with Fiscal Services.
17. Serves as the administrator-in-charge overseeing contracted auxiliary services operations; negotiates and administers the contracts for bookstore and food services operations.

18. Coordinates contractor and District efforts to facilitate auxiliary services to students and District faculty and staff.
19. Prepares a variety of reports and special studies pertaining to District contracting, Cal-Card procurement, risk management, purchasing, and warehouse functions; develops and updates manuals, policies, procedures, and guidelines relative to assigned programs.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Managerial principles and practices.
2. Principles, practices, terminology, and procedures of risk management, including liability, property, health, and safety.
3. Principles, practices, and methodologies of claims, data analysis, and cost projections.
4. Procurement principles, practices, procedures, methodologies, and terminology.
5. Contract administration principles and practices.
6. Principles and practices of governmental budgeting and accounting.
7. Insurance principles and practices, including claims adjustment and settlement techniques.
8. Applicable federal, state, and local laws and regulations pertinent to risk management, contracts, and purchasing in the public sector, including Cal/OSHA and the California Education Code.
9. Materials, equipment and supplies commonly used in a college environment.
10. Community college organization, operations, policies, and objectives.
11. Public relations principles and practices, including the use of tact, patience, and courtesy.

**Skill in:**

1. Supervising, training, and directing the work of others.
2. Planning, organizing, directing, and controlling the activities, services, and operations of risk management and contracted services programs.
3. Directing the procurement of supplies, equipment, and services in accordance with applicable federal, state, and local laws and regulations.
4. Preparing and writing complex formal bids, requests for proposals, and contract documents.
5. Coordinating risk management and benefits programs, including worker's compensation, liability, health, safety, and loss prevention.
6. Analyzing the insurance and safety needs of an organization.
7. Negotiating and communicating effectively with contractors, lawyers, insurance representatives, medical personnel, claims agents, and others.

8. Directing contracting for construction, goods, and services in compliance with applicable policies and laws.
9. Developing plans and programs to reduce claims and costs to an organization.
10. Reading, interpreting, applying, and explaining laws, rules, regulations, policies, and procedures related to assigned areas of responsibility.
11. Utilizing a computer and related software applications.
12. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
13. Establishing and maintaining effective working relationships with those contacted in the course of work.
14. Developing, administering, and maintaining multiple budgets.
15. Interpreting, compiling, and organizing complex data and information from a variety of sources.
16. Communicating clearly and concisely, both orally and in writing.
17. Mediating difficult and/or hostile situations.
18. Effectively responding to all situations and incidents using sound judgment and decision-making skills.
19. Maintaining confidentiality and discretion in performing work.
20. Maintaining accurate and complete records.

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of related experience in business and management, including two years involving government contracts and purchasing activities, and two years of supervisory or management experience.

#### **Education/Training:**

A Bachelor's degree in business administration or a related field from an accredited institution.

#### **Licenses/Certificates:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

### **WORKING CONDITIONS.**

#### **Environmental Conditions:**

Office environment; subject to being outdoors and driving to various sites to inspect for safety as well as services and products provided by contractors.

#### **Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties.