

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Contract & Purchasing Administrator
ALLOCATION: Administrative Services
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: December 2009

JOB SUMMARY:

Under general supervision, administers the day-to-day operation of the County's contract, purchasing and fleet services program activities; assists in the development and implementation of County contract and purchasing programs and procedures; trains County-wide users on contract and purchasing procedures; performs purchasing services; coordinates and administers programs for the acquisition, utilization, maintenance, repair and replacement of County vehicles; and performs other duties as assigned.

This is a single advanced journey level professional classification.

CLASS CHARACTERISTICS:

This position reports directly to the Director of Administrative Services (County Purchasing Agent). This class is distinguished from the County Purchasing Agent in that the latter has the overall responsibility to manage and direct the county's purchasing operations and has the authority to sign agreements.

EXAMPLES OF DUTIES:

Essential:

- Coordinates activities involved with the procurement of commodities, services and advertising; performs procurement planning, solicitation, and evaluation of proposals; advises County departments on purchase methods and alternate products and recommends substitutes; assists departments by preparing specifications of items to be bid.
- Plans, organizes and directs the fleet services program activities related to the acquisition, repair, maintenance, inspection, inventory and assignment services for County departments.
- Solicits quotations and bids; analyzes proposals and bids; prepares contract prices, terms and conditions.
- Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability production and distribution capabilities, and the supplier's reputation and history.
- Negotiates, re-negotiates and administers fixed-price, cost-type, or incentive-type contracts; negotiates contract terms and conditions; recommends contract awards.
- Reviews contracts to ensure compliance with County ordinances, laws and policies.
- Acts as liaison between the County and private industry concerning purchasing and fleet services activities; deals with vendors, County staff, industry and other public agencies on purchasing activities.
- Assists in the development of policies and procedures for the County's contract and purchasing program and the fleet services programs; identifies operational problems and formulates appropriate solutions.
- Develops and implements training programs for County personnel concerning procurement planning, contract administration and fleet services operations; acquaints County departments and vendors with purchasing policies and procedures of the County; gives presentations, workshops and related training as needed.
- Conducts utilization studies and evaluates the condition of the County-wide fleet services program on an ongoing basis; oversees the selling or disposal of used County vehicles.
- Administers the purchasing card program.
- Assists in the development and preparation of the vehicle acquisition budget (Automotive Services Fund).
- Inspects vehicles to ensure compliance with established laws, ordinances, regulations, policies and procedures, safety protocols and rules, and established standards of service; directs activities to ensure County vehicles are maintained in a safe and proper operating condition.
- Sells, by formal bid or public auction, surplus County property; consults with legal counsel regarding a variety of purchasing issues and concerns related to surplus property.
- Monitors and follows applicable laws and regulations, including, but not limited to, the California State Purchasing and Contracts Code and the County Purchasing and Contract Policy Manual; complies with laws, regulations and professional practices governing public purchasing program services and operations.
- Oversees the County fleet tracking and rental system, including automated record-keeping and billing functions; assists with the processing of insurance claims involving County vehicles.
- Receives, inventories, stores and ships goods; maintains accurate inventory records; prepares related reports and correspondence.
- Assists in resolving procurement related issues; follows up on outstanding purchase orders; resolves problems

- concerning delivery delay, damaged goods, incorrect merchandise/equipment or problems in billing and payment.
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a county motor vehicle.
- Heavy use of a personal computer in the performance of assignments using relevant applications.
- Attends and conducts a variety of meetings as assigned; limited day travel.

EMPLOYMENT STANDARDS:

Knowledge of:

- Contracting laws, provisions of the California Public Contract Code, Government Code, Uniform Commercial Code and the American Bar Association's Model Procurement Code for state and local government and other laws and regulations pertaining to the solicitation of bids/proposals, evaluation of offers, negotiations and awarding of contracts.
- Activities and operations related to the procurement, operation, maintenance and repair of County vehicles.
- Elements of cost and price analysis principles and techniques.
- Bid preparation, solicitation, award and evaluation to assure economics of price, standardization of specification, competitive bidding, contract negotiations, and penalty procedures for noncompliance.
- Principles and practices of contract negotiation and administration.
- Accounting and budgeting practices and procedures, as they relate to government purchasing.
- Statistical analysis and market research techniques including current market conditions and prices on various types of materials, supplies, equipment and other commodity items, sources of supply/services.
- Inventory standards and controls.
- Quality control and value analysis techniques in evaluating vendor capacity, capability and performance.
- Modern office procedures and computer equipment.

Skill in:

- Analyzing requisitions and preparing product specifications and contracts.
- Preparing request for proposals and invitation of bids.
- Evaluating proposals/bids and making recommendations for awards impartially and objectively.
- Negotiating and preparing contract documents.
- Monitoring, evaluating and determining priority of vehicle maintenance.
- Researching regulations, procedures and/or technical reference materials.
- Collecting and analyzing data to draw logical conclusions and making appropriate recommendations.
- Identifying and resolving operational problems.
- Explaining, interpreting and applying County and department policies, procedures, rules and regulations.
- Providing technical consultation to County departments on procurement issues.
- Preparing written reports and maintaining accurate inventory records.
- Establishing and maintaining effective working relationships with departmental officials, employees, sales representatives and the public.

Ability to:

- Work independently and under pressure to manage multiple concurrent tasks.
- Effectively deal with changing priorities which maintaining personal effectiveness.
- Make decisions and independent judgments while recognizing and respecting the limits of authority and responsibility.
- Analyze situations accurately and develop an effective course of action.
- Negotiate with vendors and suppliers to secure optimal prices, schedules and quality goods and services.
- Use patience, tact and courtesy.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare clear and concise written correspondence and reports.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation.

Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a standard office environment; occasional warehouse/stockroom environment.
- May be required to work extended hours.
- May be required to attend meetings outside of normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Special Requirements:

- Prior to appointment, candidates will be subject to an extensive background investigation including a credit check and Live Scan fingerprinting.

MINIMUM:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

Education and Experience:

Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Administration, Purchasing, Economics or a related field and three years of responsible buying experience and purchasing a variety of commodities and services in a highly regulated industry or public agency. **Candidates with strong experience who lack the degree are encouraged to apply.**

PREFERRED:

Licenses and Certification:

- Possess and maintain a professional procurement certification through the Institute for Supply Management as an Accredited Purchasing Practitioner (APP) or Certified Purchasing Manager (CPM), or the National Institute for Governmental Purchasing as a Certified Public Purchasing Officer (CPPO) or Certified Public Purchasing Buyer (CPPB).

Education and Experience:

In addition to the minimum, an additional five years of progressively responsible experience developing purchasing documents and/or contracting at the journey level in a highly regulated industry or public agency.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Department Head
Date:

Signature: _____

Personnel Approval: Analyst
Date:

Signature: _____