



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title:	<b>Purchasing and Contract Manager</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Professional</b>	Pay Range:	<b>P</b>
Prepared/Revised Date:	<b>August 8, 2023</b>	Job Code:	<b>34226</b>

**SUMMARY:** This position reports to the Director of Finance/Controller and serves as the finance department subject matter expert on procurement, sourcing, and contract practices. Responsible for the Finance Department's procurement and contracting strategy and ensuring department staff carry out procurement and contracting activities in an effective and efficient manner through the utilization of collaborative problem solving, critical thinking, and customer service skills. Develops processes to facilitate purchasing and contracting to obtain the best possible price, considering all factors, for needed supplies, materials, and equipment. The Purchasing and Contract Manager is expected to be able to proficiently carry out all Sourcing Analyst and Finance Technician (Sourcing) job tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

<b>Description of Job Tasks</b>
1. Hire, onboard, train, guide, mentor and develop sourcing/contracting staff. This includes the management of daily purchasing and contracting activities, including delegating and monitoring of work assignments for the sourcing and contracting team. Ensure tasks are carried out effectively and efficiently in accordance with applicable laws, policies, and procedures and that high quality work product is produced.
2. Manage all facets of the competitive bid process for the District and serve as the primary sourcing agent for complex and/or high-profile solicitations. Responsible for solicitations and solicitations processes of all types, including but not limited to Invitation to Bid (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), and Request for Information (RFI). Includes providing public notification of bid opportunity, monitoring evaluations of bids, and awarding bids
3. Negotiate or renegotiate new and existing agreements or statements of work and draft contracts and contract amendments to ensure inclusion of appropriate terms and conditions necessary to protect the District from liability and risk; prioritize contracts to meet applicable deadlines; collaborate and coordinate with Legal Counsel, as necessary, on complex contracts, including those that involve sharing student data. Ensure readability and comprehensibility of procurement documents, agreements, and contracts, while consistently adhering to District standards and legal requirements.
4. Manage daily purchasing and contracting activities, including identifying work assignments; providing leadership in determining the proper procurement methodology; ensuring contract compliance to awarded vendors; reviewing, evaluating, and analyzing bids; monitoring procedures of major bid awards; researching life cycle cost of certain equipment; and managing, maintaining, and reviewing procedures for the administration of all contract documents.
5. Review and manage contractual obligations and provide continual review to ensure that all terms and conditions are met and to ensure good customer relations while also representing the interests of the District. Monitor supplier and service provider performance; communicate with suppliers and service providers on contract terms, and manage dispute resolution.
6. Maintain current knowledge of public procurement-related federal, state, and local laws and best practices and contracting best practices; recommend changes to policies and procedures, as necessary.
7. Manage the purchasing module of the financial system, the contract management system, the vendor management system, the solicitation platform, and other relevant procurement and contracting systems. Ensure these systems are set up, maintained, and updated as necessary to facilitate the purchasing and contracting process from requisition through reporting in an efficient and effective manner.



8. Manage purchasing and contracting operations, assist school administrators and other District departments to ensure all District policies and procedures are followed when purchasing or contracting for materials, supplies, and services. Assist with the development and implementation of purchasing and contracting policy and procedures. Communicate purchasing and contracting policies and procedures to District personnel.
9. Establish and implement strategies to ensure effective and efficient internal department procedures are in place to carry out activities related to the procure to pay and contracting process.
10. Develop and maintain up-to-date training materials, procedural documents and resources related to the purchasing and contracting process. In collaboration with the Financial Assistance and Support Team, develop trainings tracks to meet the needs of end users at various levels throughout the organization. Evaluate and identify opportunities to enhance the end user experience and increase awareness, understanding, and compliance with District Procurement and Contracting Policies, Administrative Guidelines, and procedures.
11. Attend work and arrive in a timely manner.
12. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Business, Purchasing, Accounting, Finance, Public Administration, or related field or equivalent experience
- Minimum of five (5) years purchasing experience required
- Minimum of one (1) year of contract administration, contract writing, procedure/policy writing, or a combination thereof, experience required
- Minimum of two (2) years in project management experience preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Certified Professional Public Buyer (CPPB), Certified Public Purchasing Official (CPPO), or Certified Professional in Supply Management (CPSM), Certified Commercial Contract Manager (CCCM), certification or similar certification preferred or required within five years of hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Attention to detail
- Ability to deliver training
- Ability to work within a team environment and with minimal supervision
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Finance/Controller	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring, and training employees; assisting with planning, assigning, and directing work; assisting with appraising performance; assisting with rewarding, disciplining, and terminating employees; and assisting with addressing complaints and resolving problems

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	