

Senior Purchasing and Contracts Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247926>

Downloaded On: Oct. 31, 2024 10:20pm

Posted Oct. 31, 2024, set to expire Mar. 1, 2025

**Job Title** Senior Purchasing and Contracts Specialist

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Oct. 31, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Accounting & Finance

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4712718/senior-purchasing-and-contracts-specialist>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
  
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
  
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
  
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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## Description

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.

### **SUMMARY DESCRIPTION**

Under direction from the appropriate level supervisor or manager, leads, guides, oversees, trains, and provides functional and technical work direction to assigned staff; performs the most complex duties and functions of the staff responsible for the preparation, review, analysis, processing, monitoring, and reporting of purchase orders, bids, RFPs, and contracts; assists in the development, review, analysis, facilitation, monitoring, and reporting of bids and Requests for Proposals (RFP); administers single-aspect/basic RFPs and bids, as assigned; serves as the departmental representative for monthly and fiscal year-end closing tasks; assists with the implementation of departmental policies and procedures. Assists in the development, implementation, and system administration of the Purchasing and Contracts system(s); provides technical expertise to District management and staff in the operation, capabilities, and enhancement of the District's automated Purchasing and Contracts system(s).

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Purchasing and Contracts series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned as well as the provision of functional and technical work direction to lower-level staff. Employees at this level are required to be fully aware of the operating procedures and policies of the work unit and possess advanced knowledge of all policies, procedures, laws, codes, rules, and regulations related to the assigned area of

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responsibility. Employees at this level must possess extensive knowledge of the operation and capabilities of the purchasing and contracts system/s and serve as the departmental lead for new system rollouts, upgrades, and enhancements.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assists with leading the day-to-day operation of the assigned department; performs the most complex work of the unit; provides functional and technical work direction, leads, plans, trains, supports, and reviews the work of staff responsible for the preparation, review, analysis, processing, monitoring, and reporting of purchase orders and contracts; utilizes proper work methods, techniques, and maintains compliance with applicable standards and specifications; ensures work is completed in a timely and efficient manner; participates in the selection of new staff and serves on committees, as needed.

May implement purchasing and contracts decisions in the absence of management staff; informs management of purchasing and contracts issues in a timely manner; assists with packages for a variety of goods and services from start to finish provides assistance to management in preparing bid specifications and packages as required; ensures receipt of bonds and/or insurance verification from vendor as required.

Reviews and assesses contractual scope to establish appropriate indemnification and hold harmless provisions along with assessing appropriate levels of insurance coverage. Reviews and ensures collection of all Certificates of Insurance, insurance endorsements, waivers of subrogation, and related insurance documents for all contracts.

Ensures all contracts and purchase orders are current and valid; proactively communicates with contract initiators to determine if the contract needs renewal.

Provides technical expertise to others in utilizing Purchasing and Contracts systems; performs

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specialized duties related to the Purchasing and Contracts system(s); serves as the departmental lead in implementing and testing and evaluating ERP and related systems rollouts, upgrades, and workflows; assesses needs and analyzes system capabilities; coordinates resources and resolves complex system problems through research, analysis, and consultation with users, technical staff, and managers; confers with computer programmers and other District and college technical staff regarding system enhancements; maintains, verifies, reviews, and monitors the processing of information within the assigned department; establishes and maintains the integrity of records to ensure proper audit trail for legal record retention purposes; compiles and tabulates statistical data; trains and updates managers and staff regarding system changes and requirements.

Develops, prepares, and maintains detailed, accurate, and up-to-date reports and records, ensuring departmental compliance with various federal, State, and District policies, rules, and regulations

Creates end-user documentation including training materials and job aids; provides training on systems processes and procedures; may update departmental web page content; learns to use new technology, software, and systems, as necessary, to perform duties.

Participates in the development and implementation of new programs, methods, and business processes; maintains and updates policies and procedures for departmental functions and systems as required.

Acts as a liaison, representing the department, in an effort to troubleshoot and resolve all issues related to bids, purchase orders, RFPs, and contracts in a timely manner.

Gathers information for, and responds to, all records requests related to the area of assignment; answers questions and provides information, as necessary.

Performs advanced and specialized clerical and technical administrative duties; operates a variety of office equipment and machines; prepares, completes, and maintains a variety of correspondence, records, documents, forms, and reports; disseminates information as appropriate; verifies and reviews documents and reports for completeness, accuracy, and conformance with established regulations and procedures; independently responds to various inquiries and correspondence; may perform the duties of lower-level classifications within the department of assignment, as needed.

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Attends and participates in a variety of meetings, trainings, workshops, committees, events, and conferences; maintains compliance with mandatory trainings and certifications as directed by supervisor; maintains current knowledge and stays up-to-date on requirements and changes related to area of assignment.

Establishes and maintains cooperative working relationships with students, staff, and faculty, as well as various outside groups to ensure efficient, effective, and correct implementation of departmental objectives.

Maintains departmental area(s) in a safe, clean, and orderly environment; assures compliance with established safety procedures and regulations; refers unresolved problems to supervisor.

Abides by all confidentiality practices required by District, College, state, and federal policies, laws, rules, and regulations.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

Pertinent federal, state, and local laws, codes, policies, procedures, rules, restrictions, and regulations of the assigned area, including those affecting public procurement and bidding requirements, applicable Board Policies and Administrative Regulations, California Education Code, Public Contracting Code, and Government Code.

Confidentiality requirements when dealing with sensitive information.

Operational characteristics, principles, theories, practices, philosophy, services, goals, objectives, and activities of the functions, programs, and operations of the assigned area.

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Terminology, techniques, equipment, and materials related to the assigned area.

District and Colleges organization, operations, policies, and objectives.

Advanced methods and techniques of purchasing and contract development and monitoring.

Advanced knowledge and understanding of purchasing and contract law, policies, and procedures.

Advanced research methods.

Critical thinking and problem-solving techniques used in identifying problems and developing solutions.

Specialized Purchasing and Contracts systems, applications, and software in a large, complex organization.

Capabilities and limitations of automated Purchasing and Contracts systems.

Needs assessment and problem-solving techniques used in identifying and developing computer system enhancements.

Mathematical principles.

Current office practices, procedures, methods, and computer equipment, software, and applications related to the work, including word processing, desktop publishing, spreadsheets, databases, presentations, and web design.

Principles and practices used to establish and maintain files and information retrieval systems; principles and practice of recordkeeping, and principles and procedures of business letter writing and report preparation.

Work organization principles and practices.

Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary.

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Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Techniques for providing an elevated level of customer service including methods and techniques of proper telephone etiquette.

Interpersonal skills using tact, patience, and courtesy.

Techniques to facilitate effective interaction with people on an individual or group basis.

Occupational hazards and standard safety policies and procedures.

### **Ability to:**

Assist in the day-to-day leadership of the Purchasing and Contracts Department.

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, codes, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment; assure compliance with State and federal laws and District policies. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Interpret and explain legal contracts and agreements.

Lead, organize, and review the work of staff; provide technical training, work direction, and oversight to lower-level purchasing and contracts staff.

Analyze situations accurately and recommend an effective course of action.

Conduct research, compile information, and calculate data; make arithmetic calculations quickly and accurately.



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Provide technical training, expertise, and assistance to others in the operation and capabilities, and enhancements of purchasing and contracts systems.

Use and apply specialized knowledge of automated systems and processes to assess system needs within the area of assignment.

Analyze system capabilities and confer with appropriate staff and software consultants regarding system enhancements; test and evaluate results and new features.

Provide technical training, expertise, and assistance to District administrators, managers, and staff regarding the operation and capabilities of the automated system(s) within the area of assignment.

Audit, review, analyze, and reconcile reports.

Provide high level staff support to the manager or supervisor; independently perform the most difficult and complex purchasing and contracts processing functions, as well as technical and administrative duties in support of departmental objectives; prepare, process, review, and analyze various contracts, agreements and reports.

Prepare, generate, and proofread a variety of documents, forms, reports, and other written materials; disseminate information as appropriate; type or enter data at a speed necessary for successful job performance; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; utilize electronic technology to correspond with others and to maintain assigned

calendars, schedules, and appointments.

Operate office equipment including hardware, software, and devices supporting word processing, database management, and spreadsheets; effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems; participate in updating the assigned websites, as required.

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Compile and analyze data for various records; maintain accurate and up-to-date files and records for assigned program; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information.

Maintain detailed records of statistics related to assigned area.

Communicate clearly and concisely, both orally and in writing in English; demonstrate correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.

Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; effectively present information in person or on the telephone to students, staff, or the public; provide excellent customer service.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.

Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

Work occasional evening/weekend shifts, as required.

Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe

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work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.

Attend and participate in trainings, meetings, workshops, and conferences; learn new state and federal laws, rules, and regulations pertaining to area of assignment; participate in the development of new/revised procedures to accommodate changes; attend and participate in diversity, equity, and inclusion trainings and events; maintain compliance with online coursework and other mandatory trainings and certifications as directed by supervisor.

### **EDUCATION AND EXPERIENCE GUIDELINES**

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

#### **Education/training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in purchasing, business, or a related field. Certified Public Procurement Buyer certification is desirable.

#### **Experience:**

Five years of increasingly responsible purchasing and contract experience, preferably including experience in a lead role within the purchasing and contracts office of a public agency.

Desirable experience: Extensive involvement in the operation and development of automated systems and software

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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

#### **Environment:**

Work is performed primarily in a standard office setting. At least minimal environmental controls to ensure health and comfort.

#### **Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## **Supplemental Information**

Initial Screening Date: **November 18,2024**

Range **139** of the **CSEA** Salary Schedule



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Work Schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: **40**

Months per Year: **12**

**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.



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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

### **Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

### **Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

### **Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

### **Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.



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The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

### **THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**