



Orange County Head Start, Inc. Career Opportunity

Purchasing & Contracts Manager

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

As a Purchasing & Contracts Manager, the candidate will supervise the Purchasing and Contracts department. Plan, organize and coordinate the operations related to all Agency contracts and procurement functions, ensuring compliance with internal, federal, state and local laws, regulations, policies and procedures.

The candidate will also develop bids and contracts relative to procurement, including writing, sourcing, negotiating and managing the bidding process. Manage delivery of goods and services as stated on contracts, including enforcing monitoring vendor performance, evaluation and survey and closing out contracts as needed.

As part of the position's duties, the candidate will manage the work order process (AWOS), including review of orders submitted by staff pertaining to the Automated Purchasing System.

The candidate will act as liaison between OCHS and insurance brokers, organize and coordinate insurance policies (general liability, commercial, property, auto & E&O) including policy additions, changes, removals and loss claims.

Interactions with the executive director, division directors, managers, and other staff to assist with any questions or concerns they may have in relation to the Purchasing & Contracts department. The position is supervised by the Division Director of Finance & Administration.

Education requirements: Bachelor degree in business administration or a related field required. Experience in lieu of education requirement may be considered.

Experience: A minimum of five years of progressively responsible experience in non-profit/government Purchasing & Contracts.

We offer monthly salary range of \$5,000 to \$5,700 a month, depending on education and experience, excellent benefits, in addition to the opportunity to serve vulnerable children and families in Orange County.

Final filing date Friday, December 4, 2018 at 5:00 p.m.

Apply now to join our team! Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

ORANGE COUNTY HEAD START, INC.

EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: PURCHASING AND CONTRACTS
Manager**

JOB DESCRIPTION AN

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: Pay Grade 6

EXEMPTION STATUS: **EXEMPT**

JOB PURPOSE SUMMARY

Under the direction of the Division Director of Finance & Administration, responsible for planning, organizing and implementing the centralized contracts and procurement of equipment, materials, supplies and services for the agency.

ESSENTIAL JOB DUTIES

Plan, organize and coordinate the operations and activities related to Contracts and Procurement functions, assuring compliance with internal, federal, state and local laws, regulations, policies, and procedures.

Develop bids and contracts relative to procurement, including writing, sourcing, negotiating and managing the bidding process. Manage delivery of goods and services (as applicable) as stated on contracts, including enforcing monitoring vendor performance, evaluation and survey and closing out contracts as needed.

Develop and implement policies and procedures for the Contracts and Procurement functions.

Provide review, advice and guidance to agency on standard contracts with consultants, vendors, service providers, and donor agencies (such as United Way and Prop 10 recipients) to ensure contracts are consistent, protect the interests of the agency, and comply with all relevant, internal, federal, state and local laws, regulations, policies and procedures. Convening review panels and awarding the contract, while ensuring compliance with all relevant federal, state and local regulations.

Ensure all appropriate contracts are brought to the Board and Policy Council for approval in a timely manner.

Manage the work order process, including review of orders submitted by staff. Review feasibility and costs of work requested to determine if work can be done in-house or if an outside contractor is needed. Develop and maintain processes to provide management and oversight of agency's needs. Participate in the development and implementation of a prioritized maintenance and repair schedule for the agency.

Coordinate communication and activities with other departments, center staff, vendors, and various external organizations.

Maintain an authorized vendor list and conduct research to establish optimum sources for goods and services.

Coordinate, oversee and participate in Contracts & Procurement activities and procedures including the review of purchase requests, preparation of specifications, analysis of quoted

goods and services and recommendations of award; supervise the preparation of purchase documents and related follow-up procedures.

Manage and train the staff providing Contracts and Procurement services to the agency. Establish functional goals, standards, and protocols for Contracts and Procurement staff and their assigned areas of responsibility. Plan, organize, control, integrate and evaluate the work of assigned staff. With staff, develop, implement and monitor work plans to achieve goals and objectives. Supervise and participate in developing, implementing and evaluating plans, work processes, systems and procedures to achieve goals, objectives and work standards. Manage, participate in, and review the work of employees in the department. Establish functional staff training and development.

Manage the work order process (AWOS), including review of orders submitted by staff pertaining to the Automated Purchasing System.

Review and update Contracts & Procurement policies and procedures annually.

Coordinate and oversee the sale or disposition of surplus or obsolete OCHS/federally owned property.

Plan, organize, coordinate and oversee the FCC program known as "E-Rate" providing reimbursement for telecommunication costs to eligible programs for the advancement of technology and telecommunications in schools and libraries.

Act as liason between OCHS and insurance broker(s), organize and coordinate management of insurance policies (general liability, commercial, property, auto) including policy additions, changes, removals and loss claims.

Perform additional assignments and duties as assigned by the Division Director of Finance & Administration that will include special projects of a large scope and complexity, and keep him/her informed on all Contracts and Procurement issues.

JOB QUALIFICATIONS

Education: Bachelor's degree or equivalent of three years of increasingly purchasing experience in a business or government organization.

Knowledge: Knowledge of Contracts & Procurement procedures and best practices.

Language Skills: Good oral, written and presentation communication skills.

Math Skills: Basic math skills including the ability to perform and understand basic statistics, percentages and ratios.

Other Skills: Basic computer skills required including ability to use MS Word, Excel, Outlook and the Internet.

Reasoning Abilities: Ability to reason and problem-solve.

Other Abilities: Ability to work in a team oriented environment; work effectively with others, work under time pressure and remain patient and courteous with staff and public at all times. Influence purchasing decisions and issues while handling multiple tasks.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

REPORTING RELATIONSHIPS

REPORT TO THE DIVISION DIRECTOR OF FINANCE AND ADMINISTRATION

MAJOR BUSINESS/PROFESSIONAL CONTACTS

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office environment. Field work may be required

PHYSICAL DEMANDS

Typically requires sitting for extended periods of time. May require extended periods of time in front of a CRT, or standing to speak to a group of employees.

Date: _____ By: _____

Signature

Print Name

Revised: 2/21/07 lb