

Job Summary:

Under the direction of the Internal Business Director, the Purchasing & Agreements Manager performs complex specialized duties for the preparation and processing of contracts for a wide variety of services provided by the Tulare County Office of Education (TCOE).

Essential Duties:

- Update and implement a purchasing process for the organization to ensure a streamline, efficient method for the Office and outside agencies;
- Confers with requestors to develop and prepare agreements, amendments to agreements, Letter of Directives (LOD), Memorandums of Understanding (MOU), E-Rate agreements, and copier leases;
- Develops training materials and provides training to staff on TCOE's procedures related to agreement approval process;
- Ensures that all documents are completed in accordance with established policies, regulations, and quality standards;
- Monitors and coordinates the contract approval process from contract generation to contract execution for all contracts, which includes distribution of all contracts, amendments, and extensions as assigned;
- Prepares contracts for professional services provided by educational agencies, software companies, including services provided by TCOE to other educational agencies;
- Serves as custodian of records for all contracts and develops and maintains database tracking for all assigned contracts and related documents;
- Prepares a variety of purchase orders and ensures accuracy of orders and appropriate approval signatures and modifies purchase orders for amendments and extensions;
- Prepares a variety of GASB related reports and documents for audit;
- Attends trainings, workshops, and other professional development events to maintain current knowledge and identify emerging trends related to assigned duties;
- Provides direction and supervision of assigned staff;
- Perform other related duties as assigned;

Responsibilities include working under direct supervision using standardized procedures; directing other persons within a department, large work unit, and/or across several small work units. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Skills:

- operate a computer and document management software.
- maintain records.

Knowledge of:

- Principles and practices of contract preparation and administration
- Accounting principles, methods, practices, and procedures (knowledge of CA school district accounting preferred)
- CA K-12 school district and county office of education finance.
- Budget development practices and encumbrance accounting
- Principles and requirements of Governmental Accounting Standards Board (GASB)
- Technical aspects of contract processing
- Board and office policies and procedural requirements related to agreements.
- Record-keeping techniques

Ability to:

- Perform complex and specialized duties related to agreement preparation, interpretation and processing.
- Communicate effectively, orally and in writing.
- Interpret, apply, and explain rules, regulations, policy and procedures.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Prepare reports,

- Meet schedules and timelines,
- Maintain files.

Experience Required:

- Three years' experience in processing contracts/agreements and/or experience in purchasing for a school district, county office, or other public agency.
- One year of supervisory experience.

Education Required:

- Bachelor's degree in Business or related field.

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint clearance upon hire;

FLSA Status: Exempt

March 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.