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## DIRECTOR OF PURCHASING AND CONTRACTING (FINANCIAL SERVICES DIRECTOR)

### **BASIC FUNCTION**

Under administrative direction, serve as District's principal purchasing and contracting official, overseeing the contracting and procurement of all goods, services and supplies; develop and implement purchasing and contracting control procedures in accordance with District policies and procedures, federal, State, and local purchasing laws, ordinances, rules and regulations; direct the staff and activities essential to the development, preparation, review, analysis, evaluation and administration of the District's procurement and contracting activities.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize, direct and oversee the work of professional, technical and support staff performing purchasing, contracting and related activities. "E"
- Serves as principal procurement and contracting advisor and technical expert to administration and other district leadership, providing support and advice with procuring contractual services, consultants, equipment, supplies, construction, capital purchases, and related activities. "E"
- Oversee, analyze, monitor and report on contract expenditures in relation to authorized contracts and budgets; confer with authorized contract initiators and provide analytical and technical support to all divisions of the District regarding issues that impact purchases and contracts. "E"
- Ensure contracting and purchasing practices are legally compliant, consistent, open and encourage inclusion, diversity and equity in maximizing competition and best value procurements; direct and monitor the integrity of public procurement processes. "E"
- Direct the preparation of requests for price quotations, scheduling of bid openings, analysis of bids, testing of samples, and recommending of bid awards.
- Direct and monitor staff in the examination of procurement requests for completeness, accuracy, and conformance with procedures, regulations, and policies; evaluate and approve recommendations regarding when and how to determine the criteria for types of contracts to use, requests for price quotations, scheduling of bid openings, analysis of bids, testing of samples, and recommending of bid awards.
- Monitor contract requests to ensure goods and services are not acquired until all approval processes have been completed; oversee preparation and prepare emergency resolutions for governing board approval as necessary.
- Direct facilities use and rental of district facilities program in accordance with adopted district policies and regulations. "E"
- Monitor expenditures according to approved contract specifications; direct the termination of goods and services contracts, request extension documents and prepare adjustments as appropriate. "E"
- Prepare, assemble, and direct staff in the preparation and assembly of fiscal and statistical data, charts, graphs, and reports for use in a variety of purchasing and contracting. "E"
- Direct the conduct of analytical studies and fiscal investigations of complex and sensitive financial or organizational issues; oversee and prepare written and oral reports with recommendations for action. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and

Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- Attend, participate in, represent the District and/or lead meetings, workshops, seminars and in-services related to public agency contracting, procurement and government financial services. “E”
- Supervise the performance of assigned staff, including interviewing, selecting, evaluating and training employees; recommend transfers, reassignment, termination and disciplinary actions. “E”
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Director of Purchasing and Contracting administers, plans and directs staff and services for the District’s comprehensive purchasing of goods and services, negotiating terms and conditions with vendors and/or service providers and related activities. This employee responds to a range of inquiries regarding processes or bid status develops and recommends policies and procedures for purchases, including those associated with bond-funded activities, including opening and modernizing schools. This employee is a highly skilled professional expert, who directs professional, technical and support staff in ensuring that procurement and contracting activities, processes and procedures are accurately identified and administered, in accordance with District policies, procedures, and local, State and federal laws.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Theory, principles, practices and techniques of public procurement purchasing and contracting.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Principles of contract law and methods and practices of drafting contracts and agreements for a variety of purposes.

Principles and practices of effective management and supervision.

Financial analysis and projection techniques and financial reporting procedures.

Principles and practices of governmental accounting and research methods applicable to purchasing and contracting processes.

District organization, operations, policies and objectives.

Techniques and principles of high-quality customer service.

Internal consulting concepts and practices.

Current technologies, statistical, purchasing, contracting, financial, budgeting, spreadsheet, word processing and presentation software.

Effective written and oral communication and presentation techniques.

Current local, state and federal budget and finance issues related to governmental agencies and K–12 public education.

Elements of effective leadership and supervision.

#### Ability to:

Plan and direct a broad, centralized public agency procurement and contracting program.

Understand, interpret, explain and apply legal requirements and District policy and procedures governing assigned areas of responsibility.

Define and articulate multifaceted legal and technical issues, perform research, analyze problems, evaluate options and develop sound conclusions and recommendations on complex purchasing, contracting, management and administrative issues.

Develop and implement appropriate procedures and controls.

Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

Direct staff in the negotiation of and negotiate effectively on behalf of the District.

Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.

Establish and maintain effective working relationships.

Oversee staff in and prepare, analyze and monitor District contracts and procurement of goods and services.

Prepare and interpret complex financial reports and statements.  
Organize and present clear and concise reports of findings and recommendations related to assigned activities.  
Direct and supervise the work of professional, technical and support staff.  
Understand, interpret, apply and explain complex laws, rules and regulations related to governmental procurement and contracting.  
Provide contracting and procurement training and internal consultation services.  
Adapt to changing work priorities while meeting timelines and deadlines.  
Model ethical behavior and communicate high expectations of ethical behavior to others.  
Maintain confidentiality of highly sensitive information.  
Act judiciously under pressure.  
Communicate effectively both orally and in writing.  
Operate a variety of office machines, technologies and software.

**Education and Training:**

A Bachelor's degree in Finance, Accounting, Business Administration, Economics, Public Administration, or related field and professional certification as a Certified Public Accountant (CPA), Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or similar certifications is required.

**Experience:**

Five (5) years of professional experience in contract administration and the purchasing of a wide variety of equipment, goods and services, two of which must have included direct management of professional staff, is required.

Experience working in a richly diverse school community and environment is preferred.

A Master's degree in one of the above-identified fields may substitute for two years of the required experience.

**Special Requirements:**

Work hours will occasionally include irregular hours, evening and weekend meetings and district functions.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in an office environment.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Exempt

Bargaining Unit: N/A

Salary Grade: FS Director - 45

Approval Date: December 6, 2016

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.*

*The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*

*Board of Education Policy 1.80.020-P*