

**San Jose Unified School District  
San José, California**

**Title:**           **Manager, Purchasing & Contract Management**

**Reports To:**    Director, Maintenance/Operations/Purchasing/Contract Management

**Supervises:**   Attendance Accounting, Contract Management, Legal Services, Medi-Cal LEA/MAA, Mandated Cost, Purchasing and departmental personnel.

**Job Goal:**      To assist the Director, Maintenance/Operations/Purchasing/Contract Management with the coordination and management of District programs to successfully increase District revenue and decrease expenditure as well as the efficiency of all departments.

**Responsibilities:**

1.     Supervise Attendance Accounting, Medi-Cal LEA/MAA, Mandated Cost, Purchasing and all departmental personnel.
2.     Manage the budget and expenditures of departments.
3.     Provide the Director, Maintenance/Operations/Purchasing/Contract Management with accurate and up-to-date information on all departments under Manager.
4.     Maximize Mandated Cost reimbursements claimed.
5.     Maximize Medi-Cal MAA/LEA reimbursements.
6.     Assist school site and District personnel in understanding the regulations and procedures for Attendance Accounting.
7.     Implement purchasing procedures and policies.
8.     Coordinate with appropriate personnel in the finalizing of the preparation for the Request for Proposals and bids.
9.     Make recommendations to the Director, Chief Business Officer and Board regarding award of contracts.
10.    Oversee all aspects of independent contracts and legal services.
11.    Recommend personnel for employment and/or professional assistance.
12.    Evaluate the performance of personnel supervised.
13.    Direct the daily functions and long-term planning of departments.
14.    Take disciplinary action for personnel as needed.
15.    Other related duties as assigned.

**Job Qualifications:**

1. Bachelors degree required or equivalent experience
2. Four (4) years successful experience in related field with increasing responsibility
3. Knowledge of methods and hold skills necessary to achieve goals instructed by Director, Maintenance/Operations/Purchasing/Contract Management in the appropriate areas of responsibility
4. Knowledge of laws and regulations applicable to the departments under Manager
5. Ability to take on new and/or additional responsibilities as instructed by the Director, Maintenance/Operations/Purchasing/Contract Management
6. Ability to manage the budget for assigned departments
7. Ability to utilize computer systems, data and computer applications in management of the areas of responsibility
8. Ability to communicate written and verbal instructions
9. Ability to interpret and prepare plans and instructions
10. Ability to meet and work with others tactfully and courteously, manage the work of others, and to establish and maintain cooperative and effective working relationships
11. Possession of a valid California Driver's License

**Terms of Employment:**

Salary Placement:     Range 19 (\$82,445.04 - \$100,212.46)  
Work Year:             226 days

**Evaluation:**

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.

Board date: 3/8/07