

DESERT COMMUNITY COLLEGE DISTRICT

MANAGER, CONTRACTS & PURCHASING

BASIC FUNCTION

The Manager, Contracts & Purchasing is responsible for managing the procurement of District goods and services, while overseeing all District contracts. The role involves directing support activities for warehouse and mail distribution functions, including receiving, inventory management, and asset tracking. Additionally, the Manager supervises and evaluates assigned staff, maintains audit-ready purchasing documentation, and develops record retention policies to ensure efficient, compliant operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Vice President of Administrative Services or designee.
Exercises supervision over assigned personnel.

REPRESENTATIVE DUTIES

The duties listed are intended to provide examples of the types of work performed and are not intended to be an exhaustive list of all responsibilities. The District reserves the right to modify or assign additional duties consistent with the classification.

The following duties are representative of the essential functions of this position:

1. Manage the procurement of goods and services by serving as the functional lead for the automated procurement system, ensuring all transactions and campus-wide user activities align with District policies, internal controls, and regulatory requirements.
2. Collaborate with departments to develop Requests for Proposals (RFPs) and specifications; coordinate, evaluate and conduct formal and informal bidding procedures, including publishing routine announcements; and recommend alternates for cost savings and improved delivery timelines to maximize District resources.
3. Coordinate the gathering and analysis of internal stakeholder requirements, vendor performance histories, and market pricing data to drive strategic sourcing initiatives and comprehensive contract negotiation.
4. Maintain the District's purchasing and contract records, and documentation; manage the District copier fleet program; proactively notify departments regarding expirations and renewals and ensure related vendor contracts are configured for cost-effectiveness and compliance.
5. Develop and maintain comprehensive records retention and destruction policies, procedures, and schedules in compliance with legal standards; develop and prepare detailed reports; and organize and retain all purchasing documentation to ensure audit readiness in compliance.
6. Prepare comprehensive bid analysis reports and technical procurement recommendations to support the Director/Vice President in the development of Board of Trustees' agenda items.
7. Serve as the primary District contact for businesses, assisting with vendor applications and advising on future contracting opportunities; oversee vendor and contract databases to ensure data accuracy and completeness; and maintain the District's contract inventory, proactively notifying departments of expirations and renewals to ensure compliance.

DESERT COMMUNITY COLLEGE DISTRICT

8. Oversee mail distribution and warehouse functions, including receiving, inventory management, asset tracking, and records management; prioritize and facilitate the disposal of District surplus property.
9. Supervise and evaluate assigned staff to ensure efficient, compliant, and effective District operations.
10. Maintain the District's purchasing manual, making recommendations for updates and improvements to support streamlined operations.
11. Participate in college committees as required to ensure effective communication and procurement support for stakeholder groups.
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General purchasing, procurement, contracting, and vendor management concepts, principles and practices.
- Principles and practices of budget preparation, expenditure tracking, cost analysis.
- Applicable laws, regulations, policies and procedures related to purchasing, contracting, competitive bidding, vendor selection, and conflict of interest requirements.
- Contract administration principles, including contract preparation, review, execution, compliance monitoring, renewals amendments, and record maintenance.
- Inventory control practices, warehouse operations, surplus property procedures, asset tracking, and related inventor or warehouse management systems.
- Purchasing, financial, inventory, and document management systems used to process procurement, contracts, invoices, and related transactions.
- Principles and practices of effective leadership, supervision, training, workload planning, performance management, and staff development.
- Personnel management practices, including assigning and reviewing work, coaching employees, evaluating performance, and supporting a collaborative and service-oriented work environment.
- Effective customer service, communication, and problem-solving techniques for working with vendors, employees, administrators, departments, external agencies, and members of the public.

Ability to:

- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Effectively plan, organize, and manage the functions of a comprehensive purchasing and contracts department.
- Establish and maintain effective procurement procedures to ensure timely processing of purchase orders and receipt of equipment, supplies and services; respond to requests and resolve procurement issues in a timely manner.
- Accurately apply and explain laws, regulations and policies.
- Lead, supervise, train and motivate staff to achieve operational goals.
- Analyze, interpret, and apply pertinent laws, California Education Code, Public Contract Code, local environmental regulations and procurement procedures, and District policies.

DESERT COMMUNITY COLLEGE DISTRICT

- Communicate clearly and effectively, both verbally and in writing, with a wide range of stakeholders.
- Work well in a group setting as well as independently with little direction or guidance.
- Exercise discretion and confidentiality.
- Provide a high level of customer service while maintaining professionalism and responsiveness.

EDUCATION AND EXPERIENCE

Any combination of education and experience:

Bachelor's degree from an accredited institution in business administration, public administration, or a related field and three (3) years of increasingly responsible experience in procurement, contract management, or business operations.

WORKING CONDITIONS

Environment: District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some holiday, evening, and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EMPLOYMENT STATUS

Classified Supervisor

Leadership Salary Schedule: Range 7

Personnel Management Committee Review: May 21, 2026

Board Approved: September 21, 2018; June 25, 2026