

Engages with legal counsel as needed to facilitate procurement, contract negotiations and legal guidance related to assigned areas.

Prepares a wide variety of materials such as purchase orders, reports, inventory records, correspondence, letters and other purchasing and contract forms and materials; prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities and personnel; researches and prepares a variety of legal documents and special projects as requested.

Attends and participates in a variety of meetings and training; remains current on programs and issues, legislation, and legal frameworks that affect purchasing and contracts.

Communicates with administrators, personnel, legal representatives, vendors, consultants and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

QUALIFICATIONS GUIDE

Knowledge of:

Principles of supervision, training, and performance evaluations.

Purchasing and contract negotiation principles, procedures, terminology, methods, practices, as well as legal requirements in the public sector..

Sources of supply , commodity markets, marketing practices and commodity pricing methods and discounts.

Public procurement and Public Contract Code.

General materials and commodities used in the District.

Current purchasing and stores procedures, including: receiving, inspecting, storing and distributing materials.

Legal terminology and standard negotiation procedures

Relevant safety practices and procedures.

Applicable laws, codes, regulations, policies and procedures.

Current technology, software applications, office practices and procedures.

Recordkeeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Ability to:

Manage multiple projects and delegate accordingly.

Be self-directed to follow the (t)-1neeltneexf0.9o)-7llowirt2236 Td487/TT11f0.53 08d()Tj/TT0 11f-0.0000.006 Tw.127 Td(B)

