

**Orange County Public Schools  
Job Description**

**SENIOR DIRECTOR, PROCUREMENT SERVICES**

**QUALIFICATIONS:**

1. Bachelor's degree in business administration, management, public administration or related field from an accredited institution.
2. At least ten (10) years of progressively broader experience in contracting processes and the procurement of goods and services, preferably within a large, urban school district or other governmental organization. Five (5) or more years of direct management of a major procurement operation is essential.
3. The incumbent is considered to be "essential personnel" during an emergency and can be subject to being held over or called back to a district location at all times.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and experience in the implementation of state statutes, state board of education regulations, and purchasing procedures, as well as familiarity with the function of architects, engineers and contractors involved in various size construction projects. Knowledge and experience in the implementation of state statutes and federal guidelines as they apply to the participation of minority and/or women-owned business. Demonstrate leadership and management ability; skill in public relations; ability to apply principles of continuous quality improvement to contracts administration and MWBE processes. Possess skills to prepare detailed reports, organize work efforts, analyze and establish control systems, and have good communication skills in written form and oral presentation. Knowledge of and commitment to decentralized decision making and accountability for results.

**REPORTS TO:**

Chief Operations Officer

**JOB GOAL:**

To lead, negotiate, manage and direct the Facilities and Construction Contracts and Purchasing and Contracts sections, and oversee compliance with school board policy relative to minority and women-owned business, local developing business, and local business participation in a manner which is comprehensive, responsive, efficient, legal, and innovative while maintaining the fiscal integrity of the district.

**SUPERVISES:**

Director, Procurement and Contracting; Director, Facilities and Construction Contracting;  
Director, Material Management, Senior Administrator, Office of Business Opportunity

**MACHINES, TOOLS, EQUIPMENT:**

*Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.* Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

## **PHYSICAL REQUIREMENTS:**

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## **PHYSICAL ACTIVITY:**

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

### **Percentage**

70 Sitting: Resting with the body supported by the buttocks or thighs.

10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.

10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.

5 Bending: Lowering the body forward from the waist.

5 Reaching: Extending hand(s) and arm(s) in any direction.

5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.

80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

70 Grasping: Applying pressure to an object with the fingers and palm.

90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.

90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

*Note: Will total more than 100 percent as several activities may be performed at one time.*

## **WORKING CONDITIONS:**

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

## **PERFORMANCE RESPONSIBILITIES:**

- \* Manifests a professional code of ethics and values.
- \* Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- \* Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- \* Lead and direct all operations and functions within the purchasing, facilities contracting, material management and business opportunity sections consistent with district goals.
- \* Lead strategic and operational planning for the development, public notification, selection and implementation of contracted construction-related services; purchase of all goods and services in a competitive and cost-effective way; and the timely and efficient issuance of purchase orders for the district.
- \* Direct, oversee and evaluate each position reporting directly to him/her regarding productivity in achieving district goals.
- \* Plan and implement a system of feedback and evaluation regarding the effectiveness of all sections as perceived by the users of their services.
- \* Direct and approve the preparation and review of all district bids, requests for proposals, quotes construction bids, professional service proposals and contract documents in accordance with school board policy and Florida statute.
- \* Implement and maintain a contractor and vendor evaluation program that identifies the contractor's and vendor's performance.
- \* Direct the management of the claims process related to warranties, audits, errors and omissions and latent defects. Ensure the receipt of all funds and services due from contractors and architects and that defective work is corrected timely and in accordance with the contractual rights reserved by the district.
- \* Lead, schedule, coordinate and serve as the process administrator for CCNA meetings; maintain all documentation of meetings and committee scores; ensure that CCNA deliberations are conducted in accordance with state statute and school board policy; defend the CCNA committee's recommendations during any protest.
- \* Conduct pre-bid and pre-submittal conferences as required. Attend pre-construction conferences as required.
- \* Lead and direct on behalf of the superintendent negotiations with contractors, vendor and design professionals to acquire the best cost and terms for the services to include such clarification of conflicting interpretations of the contract, permissible costs, compensation structure, insurance plans, minority- and women-owned business participation and subcontracting programs and contract changes.
- \* Ensure well-functioning operations within the Material Management section in the service areas of mail and courier, surplus operations, records management, print management and forms management.
- \* Ensure OCPS's strategic financial interests are represented in determining the items that are bid, catalogue purchased and stocked to support schools and offices.
- \* Keep constantly appraised of local, national and international economic or business situations that affect contracts administration policy; make decisions to adequately meet those changing conditions and define newly-required strategy to effectively meet business objectives.
- \* Make oral and written presentations to the Superintendent and the senior staff outlining and recommending contractual needs and methodology.
- \* Develop and present all contract documents to CPSC (Capital Program Steering Committee) for review and approval.
- \* Develop and maintain contract administration policies and standards, including sound

business practices, system of fiscal checks and balances, tracking systems and quality controls.

- \* Ensure that bid specifications meet user requirements while promoting market competition among those offering goods and services to the district.
  - \* Keep the Chief Operations Officer and Superintendent informed all issues of which he/she should be aware.
  - \* Leads the implementation of e-procurement through the districts use of SAP and other technology based procurement mechanisms.
  - \* Ensures appropriate controls are in place in terms of permissions for contracting authority and approval of purchases and contracts.
  - \* Ensures an optimal strategic organizational design to meet changing needs of the district.
  - \* Maintains a comprehensive tracking of key performance measures relative to procurement effectiveness, efficiency, and customer service.
  - \* May be required to serve as a Disaster Incident Management Team (DIMIT) member during a disaster or emergency caused by severe weather, fires, power failures, pandemic, or event challenging our security.
  - \* Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
  - \* Follow the district's policies and procedures as related to fixed assets.
  - \* Develop leadership in subordinates.
  - \* Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
  - \* Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
  - \* Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
  - Perform other duties and responsibilities as assigned by supervisor.
- \* Essential Performance Responsibilities

### **TERMS OF EMPLOYMENT:**

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ORANGE COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE/TECHNICAL ACCOUNTABILITY  
PERFORMANCE APPRAISAL INSTRUMENT  
SENIOR DIRECTOR, PROCUREMENT SERVICES**

Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Work Location \_\_\_\_\_ Personnel # \_\_\_\_\_ School Year \_\_\_\_\_

The Senior Director, Procurement Services will lead, negotiate, manage and direct the contract administration section, procurement and oversee compliance with school board policy relative to M/WBE and LDB participation in the award of contracts and job implementation in a manner which is comprehensive, responsive, efficient, legal, and innovative while maintaining the fiscal integrity of the district.

Consistent with the above, the Chief Operations Officer will evaluate the performance of the Senior Director, Procurement Services. The evaluation will encompass three areas as outlined below:

Evaluation Component	Evaluation Standard
<b>Part I - Performance Responsibilities</b> <ul style="list-style-type: none"> <li>▪ Managing Departmental Operations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting Expectations</li> <li>▪ Not Meeting Expectations</li> </ul>
<b>Part II - Performance Standards to District Objectives</b> <ul style="list-style-type: none"> <li>▪ High Expectations for Student Learning</li> <li>▪ Student Social and Emotional Well-Being</li> <li>▪ Dedicated and High-Quality Team</li> <li>▪ Positive Climate and Safe Environment</li> <li>▪ Efficient Operations</li> <li>▪ Engaged and Invested Community</li> <li>▪ </li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting Expectations</li> <li>▪ Partially Meeting Expectations</li> <li>▪ Not Meeting Expectations</li> </ul>
<b>Part III - Overall Assessment</b> <ul style="list-style-type: none"> <li>▪ Overall Performance Rating</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exemplary</li> <li>▪ Above Expectation</li> <li>▪ Satisfactory</li> <li>▪ Needs Improvement</li> <li>▪ Unacceptable</li> </ul>

**Part 1 – PERFORMANCE RESPONSIBILITIES – SENIOR DIRECTOR, PROCUREMENT SERVICES**

	Initial		Mid-Year		Final	
	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations
Manifests a professional code of ethics and values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Lead and direct all operations and functions within the purchasing, facilities contracting, material management and business opportunity sections consistent with district goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Lead strategic and operational planning for the development, public notification, selection and implementation of contracted construction related services, purchase of all goods and services in a competitive and cost effective way and the timely and efficient issuance of purchase orders for the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Direct, oversee and evaluate each position reporting directly to him/her regarding productivity in achieving expected ends/results and supporting district goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Plan and implement a system of feedback and evaluation regarding the effectiveness of all sections as perceived by the users of their services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						

	Initial		Mid-Year		Final	
	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations
Direct and approve the preparation and review of all district bids, requests for proposals, quotes construction bids, professional service proposals and contract documents in accordance with school board policy and Florida statute.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Implement and maintain a contractor and vendor evaluation program that identifies the contractor's and vendor's performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Direct the management of the claims process related to warranties, audits, errors and omissions and latent defects. Ensure the receipt of all funds and services due from contractors and architects and that defective work is corrected timely and in accordance with the contractual rights reserved by the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Lead, schedule, co-ordinate and serve as the process administrator for CCNA meetings, maintain all documentation of meetings and committee scores, ensure that CCNA deliberations are conducted in accordance with State Statute and school board policy, defend the CCNA committee's recommendations during any protest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Conduct pre-bid and pre-submittal conferences as required. Attend pre-construction conferences as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Lead and direct on behalf of the superintendent negotiations with contractors, vendor and design professionals to acquire the best cost and terms for the services to include such clarification of conflicting interpretations of the contract, permissible costs, compensation structure, insurance plans, minority and women-owned business participation and subcontracting programs and contract changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Initial		Mid-Year		Final	
	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations
<i>Comments:</i>						
Ensure well-functioning operations within the Material Management section in the service areas of mail and courier, surplus operations, records management, print management and forms management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Ensure OCPSSs strategic financial interests are represented in determining the items that are bid, catalogue purchased and stocked to support schools and offices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Keep constantly appraised of local, national and international economic or business situations that affect contracts administration policy; make decisions to adequately meet those changing conditions and define newly-required strategy to effectively meet business objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Make oral and written presentations to the superintendent and the senior staff outlining and recommending contractual needs and methodology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Develop and present all contract documents to CPSC (Capital Program Steering Committee) for review and approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Develop and maintain contract administration policies and standards, including sound business practices, system of fiscal checks and balances, tracking systems and quality controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Ensure that bid specifications meet user requirements while promoting market competition among those offering goods and services to the District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Initial		Mid-Year		Final	
	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations
<i>Comments:</i>						
Leads the implementation of e-procurement through the districts use of SAP and other technology based procurement mechanisms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Ensures appropriate controls are in place in terms of permissions for contracting authority and approval of purchases and contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Ensures an optimal strategic organizational design to meet changing needs of the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Maintains a comprehensive tracking of key performance measures relative to procurement effectiveness, efficiency, and customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Keep the Chief Operations Officer and Superintendent informed all issues of which he/she should be aware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
May be required to serve as a Disaster Incident Management Team (DIMIT) member during a disaster or emergency caused by severe weather, fires, power failures, pandemic, or event challenging our security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Follow the district's policies and procedures as related to fixed assets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Develop leadership in subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Initial		Mid-Year		Final	
	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations	Meeting Expectations	Not Meeting Expectations
<i>Comments:</i>						
Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						
Perform other duties as assigned by the supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>						

## PART II – PERFORMANCE STANDARDS TO DISTRICT GOALS

Select two strategies or objectives from your related District Goals.

District Objectives	Strategies/Initiatives	Need determined by	Results/Outcomes	Measured by	Expectations
High Expectations for Student Learning					<input type="checkbox"/> Meeting <input type="checkbox"/> Partially <input type="checkbox"/> Not Meeting
Student Social and Emotional Well-Being					<input type="checkbox"/> Meeting <input type="checkbox"/> Partially <input type="checkbox"/> Not Meeting
Dedicated and High-Quality Team					<input type="checkbox"/> Meeting <input type="checkbox"/> Partially <input type="checkbox"/> Not Meeting
Positive Climate and Safe Environment					<input type="checkbox"/> Meeting <input type="checkbox"/> Partially <input type="checkbox"/> Not Meeting
Efficient Operations					<input type="checkbox"/> Meeting <input type="checkbox"/> Partially <input type="checkbox"/> Not Meeting
Engaged and Invested Community					<input type="checkbox"/> Meeting <input type="checkbox"/> Partially <input type="checkbox"/> Not Meeting

Comments: \_\_\_\_\_ Initial

Comments: \_\_\_\_\_ Mid-Year

Comments: \_\_\_\_\_ Final

Overall Assessment

PART III

Performance Responsibilities - Senior Director, Procurement Services

Meeting Expectations  
☐

Not Meeting Expectations\*  
☐

\*Comments \_\_\_\_\_

Business Plan

Meeting Expectations  
☐

Partially Meeting Expectations  
☐

Not Meeting Expectations\*  
☐

\*Comments \_\_\_\_\_

Overall Performance Rating

Exemplary  
☐

Above Expectation  
☐

Satisfactory  
☐

Needs Improvement\*  
☐

Unacceptable\*  
☐

\*Comments \_\_\_\_\_

	(Please initial & date)		
	Initial	Mid-Year	Final
_____ Signature, Chief Operations Officer	_____	_____	_____
_____ Signature, Senior Director, Procurement Services	_____	_____	_____