



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Director, Procurement and Contracts	Salary Range:	23
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the District Director, Procurement and Contracts provides leadership and strategic direction for the District's centralized purchasing, procurement, and contract administration operations. The District Director ensures full compliance with federal, state, and local laws and regulations; oversees competitive bidding and contract execution; manages vendor performance and inventory control; and ensures transparent, ethical, and efficient procurement practices that support the District's mission and fiscal integrity.

DISTINGUISHING CHARACTERISTICS

The District Director, Procurement and Contracts is distinguished by its comprehensive oversight of District-wide procurement, contracting, and surplus property programs. The District Director operates at a strategic level, ensuring fiscal accountability, policy compliance, and operational efficiency across all purchasing functions.

The District Director, Procurement and Contracts provides high-level leadership, legal oversight, and policy development for all purchasing and contract management operations.

The District Director, Procurement and Contracts serves as the District's primary authority on procurement compliance and contracting matters, collaborating with legal counsel to ensure ethical and transparent practices. The District Director requires advanced knowledge of public-sector purchasing regulations, contract law, and fiscal management, along with strong communication and relationship-building skills to align business practices with institutional goals.

ESSEENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Leadership and Strategic Management

1. Provides strategic direction, leadership, and oversight for all purchasing and contract services operations across the District.
2. Develops and implements districtwide policies, procedures, and long-term plans to ensure consistent, compliant, and efficient procurement practices.
3. Oversees the evaluation, selection, and management of vendors, contractors, and service providers, ensuring ethical standards and fair competition.
4. Represents the District in purchasing consortia, professional associations, and external partnerships to enhance procurement strategies and leverage cost efficiencies.



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Procurement Operations

5. Oversees the preparation, review, and processing of bids, requests for proposals (RFPs), and purchase requisitions.
6. Conducts bid openings, analyzes submissions, and recommends contract awards based on compliance, value, and alignment with District standards.
7. Oversees the bidder lists, catalogs, and procurement records to ensure audit readiness and transparency.
8. Develops and enforces procurement policies to assure compliance with Education Code, Public Contract Code, and other applicable laws and regulations.

Contract and Legal Oversight

9. Provides comprehensive oversight of contract creation, negotiation, evaluation, and execution for a broad range of services, construction, and consulting agreements.
10. Coordinates with legal counsel to ensure adherence to all legal, ethical, and regulatory requirements in purchasing and contracting activities.
11. Leads efforts to renegotiate, extend, or terminate contracts as necessary to protect the District's interests and ensure continued operational efficiency.
12. Monitors contractor performance to verify compliance with deliverables, timelines, and service-level agreements.
13. Administers and oversees the Contract Management System; ensures functionality and compliance with relevant laws and District policies.

Financial and Budget Administration

14. Develops, prepares, and administers the annual purchasing and contracts budget, ensuring prudent use of District funds.
15. Approves departmental expenditures and monitors spending patterns to ensure budget alignment and fiscal responsibility.
16. Oversees the development of financial reports, bid summaries, and performance audits for internal and external review.
17. Coordinates with the accounting department to establish vendor payment processes and maintain fiscal accuracy across procurement transactions.

Inventory Control and Asset Management

18. Supervises the inventory, tagging, and tracking of fixed assets to maintain accurate property records.
19. Directs the sale, disposal, and donation of surplus and obsolete property in accordance with District policy and regulations.
20. Implements inventory management systems that enhance tracking, accountability, and cost efficiency.

Compliance, Ethics, and Reporting

21. Ensures full compliance with applicable laws, regulations, and ethical standards governing public purchasing and contract management.
22. Oversees the development and maintenance of accurate and comprehensive records, reports, and documentation for audits, reviews, and public transparency.



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- 23. Responds to inquiries and public records requests related to purchasing and contracting activities.
- 24. Ensures vendor accountability, fair competition, and adherence to diversity, equity, and inclusion principles in procurement practices.

Collaboration, Communication, and Stakeholder Relations

- 25. Serves as the District's primary liaison for procurement and contracting activities with colleges, departments, vendors, and governmental agencies.
- 26. Explains and interprets District purchasing policies and procedures to internal and external stakeholders.
- 27. Maintains effective communication to resolve disputes, clarify contract terms, and ensure timely project completion.
- 28. Participates in committees, working groups, and special projects to advance institutional goals related to finance, sustainability, and equity.

Leadership, Training, and Staff Development

- 29. Selects, trains, supervises, and evaluates assigned staff; promotes professional growth and ongoing development in purchasing, compliance, and customer service.
- 30. Organizes and facilitates training programs to ensure staff awareness of current procurement regulations, contract law, and system updates.
- 31. Fosters a collaborative, service-oriented team environment that emphasizes accountability, innovation, and continuous improvement.
- 32. Identifies and organizes professional development and team-building opportunities and activities to enhance staff expertise and service quality.

Technology and Process Improvement

- 33. Manages and enhances procurement systems, databases, and enterprise resource planning (ERP) tools to improve operational efficiency and transparency.
- 34. Leads efforts to implement and optimize new procurement technologies, such as electronic bidding platforms and automated contract workflows.
- 35. Oversees data integrity, reporting accuracy, and the integration of procurement analytics for decision-making.
- 36. Analyzes and streamlines workflow processes to enhance efficiency, accuracy, and customer service.
- 37. Stays informed, learns, and applies new and emerging technologies, advances, and best practices in public procurement and contracting.

Diversity, Equity, and Inclusion

- 38. Promotes equitable vendor business opportunities through inclusive procurement practices.
- 39. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.



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General

- 40. Plans, organizes, attends, participates in, and or chairs a variety of committees, meetings, and task forces.
- 41. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Business Administration, Public Administration, Finance, or related discipline; **AND**
- Five (5) years of progressively responsible experience in procurement, purchasing, contract administration, or contract management; **AND**
- Supervisory experience in a finance related environment.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Master's Degree in Business Administration, Public Administration, or related discipline.
- Experience with procurement and contract management software.
- Experience in a supervisory or management role.
- Experience in a higher education or public agency.
- Industry Certifications:
 - Certified Public Procurement Officer (CPPO)
 - Certified Professional in Supply Management (CPSM)
 - Certified Professional Public Buyer (CPPB).
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.



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- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of principles, methods, and practices of public sector purchasing, contracting, and inventory control.
- Knowledge and understanding of legal and regulatory frameworks governing procurement, bidding, and contracting for public agencies.
- Knowledge of competitive bidding and proposal processes.
- Knowledge of contract administration and negotiation principles.
- Knowledge of public administration, fiscal management, and organizational leadership.
- Knowledge of risk management, legal compliance, and internal control procedures.
- Knowledge of procurement software systems, data analysis, and reporting tools.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership, communication, and organizational skills.
- Public agency procurement operations.
- Contract negotiation, conflict resolution, and vendor relationship management.
- Interpreting, applying, and communicating complex regulations and policies.
- Critical thinking, problem solving, and analytical skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to plan, direct, and evaluate staff and operations in a high-volume, deadline-driven environment.



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- Ability to assist in directing and coordinating centralized purchasing and contract operations.
- Ability to assess market conditions and evaluate proposals.
- Ability to prepare complex bid documents.
- Ability to assist in pre-bid conference and public bid openings.
- Ability to interpret and apply laws, codes, and policies governing purchasing and contracting.
- Ability to exercise sound judgment and ethical decision-making in high-stakes negotiations.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to supervise, train, and evaluate professional and administrative staff.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).



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Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.