

Tulare County Office of Education
JOB DESCRIPTION

Job Title : Purchasing & Agreements Manager (9918)

Job Summary:

Under the direction of the Internal Business Director, the Purchasing & Agreements Manager performs complex specialized duties for the preparation and processing of contracts for a wide variety of services provided by the Tulare County Office of Education (TCOE).

Essential Duties :

- x Update and implement a purchasing process for the organization to ensure a streamline, efficient method for the Office and outside agencies;
- x Confers with requestors to develop and prepare agreements, amendments to agreements, Letter of Directives (LOD), Memorandums of Understanding (MOU), E-Rate agreements, and copier leases;
- x Develops training materials and provides training to staff on TCOE's procedures related to agreement approval

- x Meet schedules and timelines,
- x Maintain files.

Experience Required:

- x Three years' experience in processing contracts/agreements and/or experience in purchasing for a school district, county office, or other public agency.
- x One year of supervisory experience.

Education Required :

- x Bachelor's degree in Business or related field.

Other Requirements :

- x Valid California driver's license and proof of automobile insurance;
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