

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

PROCUREMENT AND CONTRACTS DIRECTOR, EO-10

DUTIES SUMMARY:

Directs the activities of a major organizational program responsible for providing statewide services in a broad functional area encompassing procurement, inventory management, insurance, and other related activities services; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Procurement and Distribution Specialist III as the Procurement Director directs, through intermediate supervisors, the activities of a major organizational program responsible for providing statewide services in a broad functional area encompassing procurement, inventory management, insurance, and other related duties under the administrative and technical direction of the Assistant Superintendent; whereas the Procurement and Distribution Specialist III has program responsibility in providing statewide procurement, inventory management, insurance, and other related services, supervising a staff of professional and clerical personnel under the general administrative and technical direction of the Procurement and Contracts Director.

A position in this class is afforded extensive independence in supervising ongoing, existing, new or modified programs and activities and to provide high level specialized services to the Assistant Superintendent, Superintendent, and the Board of Education. Provision of these services requires extensive coordination of activities which support and contribute to the highly effective and efficient management of the Department. Controls imposed are generally in the form of general directions as to activities, policies and deadlines. In accomplishing special projects or in solving major problems, controls are typically described in the form of the scope of projects, results desired and time limitations for project completion.

EXAMPLES OF DUTIES:

1. Provides administrative and technical leadership, strategic vision and direction over the statewide program.
2. Confers with high level administrative and technical personnel in the Department, and in the country, state, Federal agencies as well as at the school and complex area to facilitate the accomplishment of program requirements.
3. Reviews, approves and monitors expenditure plan.
4. Advises school, complex area, and state personnel on procurement, inventory management, and insurance policies, procedures, regulations and finances.
5. Assists or represents the Assistant Superintendent in preparing, developing, analyzing and presenting information to the Superintendent, the Board of Education, the Legislature, the general public, and other public and private organizations or agencies.

6. Serves on special task forces or other committees, to provide information and explanation on financial and procurement matters.
7. Develops, recommends the revision of policies; develops and administers the management of the program using technical expertise.
8. Conducts special studies, analyses, recommendations and prepares and submits reports on the status of the operations.
9. Coordinates, directs and ensures proper administration of procurement protests, to include but not limited to administrative hearings and appeals to the State Supreme Court.
10. Provides and oversees training to Departmental personnel in the functional area.
11. Serves as a technical resource to organizations and bidders statewide to ensure compliance with State procurement statutes, the Hawaii Administrative Rules on procurement, Federal guidelines and other applicable policies and procedures when procuring commodities or services.
12. Acts on behalf of the Department as the liaison to the Department of Accounting and General Services (DAGS) statewide Risk Management Program and as such, serves as the Department's overall administrator on all issues involving selection of the State's outside insurance carrier, claims, and other insurance issues.
13. Responsible for establishing, preparing, disseminating and managing the Department's insurance programs.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in any other field of business administration which included coursework in accounting, decision sciences, and management; **AND**

Experience: Nine (9) years of responsible professional work experience in accounting, procurement, risk management, auditing, or budgeting of which five (5) years shall have been in an education program, agency or system including two (2) years of supervision of professional staff in procurement, risk management, insurance, accounting or related functions; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

1. **Knowledge of:** Business statistics; computer-based information systems; operations and productivity management; procurement and inventory management methods and practices; risk management; laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment; principles and practices of supervision and management; management and organizational behavior; productivity management; principles and practices of supervision and management; laws, rules, regulations and administrative procedures pertinent to the field of supervision.

2. **Ability to:** Plan, organize and oversee contract, purchasing, inventory, distribution and risk management services; communicate effectively with others both orally and in writing; coordinate services with central agency and other departmental business functions and complex area and school operations; deal effectively with federal, state, and departmental officials in accomplishing program goals and objectives; operate computer, and other business machines.

RECOMMENDED EQUIVALENCIES FOR EDUCATION:

1. Bachelor's degree from an accredited college or university PLUS two (2) years of professional work experience which involved responsibility in accounting, auditing, or budgeting, or cumulative equivalent experience; **OR**
2. Completion of the Cohort Program (or earlier versions of the Department of Education's school administration training program) and twelve (12) semester hours of credit in accounting or equivalent Department-approved training; **OR**
3. Five (5) years experience in any of the Fiscal Specialist, Budget Specialist, Accounting Operations Specialist, or Reprographic Accounting and Distribution Specialist classes.

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:

1. Two (2) years of professional work experience which involved responsibility for accounting, auditing, or budgeting, or cumulative equivalent experience, PLUS two (2) years of experience in the Fiscal Specialist, Budget Specialist, Procurement and Distribution classes meets four (4) of the nine (9) required years of experience ; **OR**
2. A Master's degree in business administration from an accredited college or university PLUS two (2) years of experience in the Fiscal Specialist or Budget Specialist classes; meets four (4) of the nine (9) required years of experience; **OR**
3. Five (5) years experience as a 12-month education officer, school principal, or vice-principal PLUS two (2) years of experience in the Fiscal Specialist or Budget Specialist, Procurement and Distribution classes; meets four (4) of the nine (9) required years of experience.