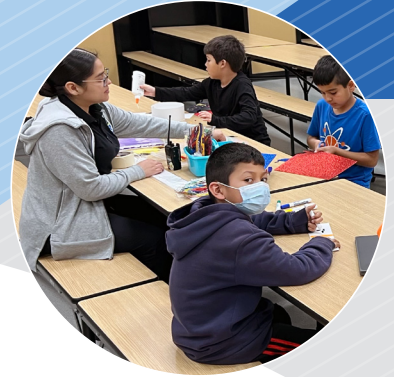




# **LOS ANGELES UNIFIED SCHOOL DISTRICT**

## **CHIEF PROCUREMENT OFFICER**





## Los Angeles Unified School District

### VISION

**LAUSD's vision is to be a progressive leader in education by providing a dynamic and inspiring learning experience where all students graduate ready for success.**

### Organizational Background

Los Angeles Unified School District (LAUSD) is the largest public school system in California and the 2nd largest public school district in the United States. LAUSD serves an area totaling 710 square miles including the City of Los Angeles and parts of 25 other cities and areas of Los Angeles County. LAUSD serves 542,680 students, plus 10,205 early childhood education students and 19,244 adult students. There are over 97 languages spoken in Los Angeles Unified schools. LAUSD has 25,178 teachers and 48,627 other employees. The school district's budget for the 2022–2023 school year is \$12.6 billion.

The District is governed by a seven member board of education, elected to staggered four (4) year terms. The LAUSD Board of Education is the District's governing body. The board appointed Alberto M. Carvalho as Superintendent of Schools in February 2022.

LAUSD enrolls a third of the preschoolers in Los Angeles County and operates almost as many buses as the Los Angeles County Metropolitan Transportation Authority. LAUSD serves about 500,000 meals a day and has over 1,000 locations.

### Procurement Services Division

The Procurement Services Division (PSD) is an integral division under the Office of the Chief Business Officer and manages the acquisition of various supplies, equipment, construction services, professional services, and general services through a variety of competitive, fair, and ethical solicitation approaches. Efforts are centered on leveraging the district's aggregate buying power to reduce acquisition costs, maintain quality and ensure timeliness of delivery or services.

The Chief Procurement Officer (CPO) reports to the Deputy Chief Business Officer. The CPO oversees a division with approximately

500 employees. The Chief Procurement Officer's leadership team consists of two Deputy Chief Procurement Officers, directors over several branches including Contracts Administration (procurement) and Contracts Administration (facilities); Materiel Management; and key managers for Human Resources, Finance, Warehousing, Logistics, Distribution, and Procurement Policy Officers. With respect to the CPO's authority to execute contracts and engage in procurement activities that legally bind the District, the CPO operates under delegated authority from the Board of Education.

PSD is committed to assisting schools, instructional offices, and non-instructional support offices in procuring the highest quality goods and services at competitive prices for the support of student achievement. PSD is focused on securing goods and services from reputable and responsible vendors in compliance with applicable laws of the State of California, the federal government, rules established by the District's Board of Education, and all applicable policies and procedures of LAUSD. The Division is committed to ensuring equity, diversity and inclusion in all procurement operations.

PSD's annual purchases ranges between \$2.5 billion and \$2.6 billion annually (includes health benefits agreements, major modernization construction program and large professional services bench programs) and the division's operating budget is \$76 million. PSD ensures that all business practices are carried out with the highest degree of professional ethics, integrity, and competency.

### PSD values:

- Commitment to excellence
- Unquestionable integrity
- Prudent expenditure of funds
- Satisfied customers
- Inspired and proactive leadership
- Initiative and innovative ideas
- The use of business technological advances

### PSD Mission Statement

PSD's mission is to provide schools and administrative offices with goods and services they need - when they need them. In doing this, PSD must ensure procurement laws are followed and the district achieves the most cost-effective prices for goods and services.

## About The Chief Procurement Officer

LAUSD is seeking a proven seasoned leader who is willing to challenge the status quo and promote a culture of emerging best practices. A dynamic leader who has an entrepreneurial perspective, holds self and others accountable, maintains high professional standards and will promote best practices that elevate the procurement brand of LAUSD.

## Duties And Responsibilities

The CPO administers all District procurement services through subordinate managers and staff engaged in:

- Managing contracts (including strategic sourcing) for personal, professional, and general services, including the monitoring, oversight, and review of contract materials and evaluations of vendors;
- Purchasing goods and commodities (strategic sourcing), including preparing bid specifications; evaluating products, supplies, equipment and services; monitoring market trends; and evaluating customer needs and expectations;
- Managing material management and purchasing activities including general and food distribution operations and logistics;
- Acquisition, warehousing, and delivery logistics;
- Food purchasing and surplus property salvage administration;
- Inventory management;
- Mail delivery; reprographics services; and school communication services;
- Managing facilities contracts programs and activities including Job Order Contracts (JOC); Professional Services contracts; Public Works; and Pre-Qualification;
- Administers, implements, reviews and updates District-wide contracting and procurement policies in accordance with applicable laws, E-procurement, regulations, policies and ethical standards. Administers the District's Vendor Management Program;
- Directs and participates in the monitoring of evolving technology and sponsors feasibility studies of the potential utilization of major technological advances in the procurement process;

- Directs, reviews, and participates in the analysis and solutions of current and potential issues relative to District purchasing and contracting functions;
- Participates at the executive level in the development and implementation of internal PSD policies, procedures, and planning;
- Directs the management of the District's Credit Card Program, which includes P-Card, Travel Card, Contract Card, and Buyer Card;
- Confers with representatives of private firms, governmental agencies, Board offices, other divisions, and the public in regard to matters affecting Division responsibilities;
- Directs and reviews Division personnel management functions, including staff development, employee evaluation and discipline, and liaisons with the Personnel Commission; and
- Performs related duties as assigned.

## Key Initiatives And Top Priorities

- Evaluate the existing structure of PSD;
- Ensure operational effectiveness by adopting sustainable budgeting;
- Streamline procurements systems, policies, and procedures to ensure schools are adequately, efficiently, and expeditiously equipped to deliver quality learning experiences;
- Continue reorganization of the division to bring about savings and centralize procurement;
- Centralize and standardize the procurement process to create cost efficiency;
- Invest in staff; provide professional developmental opportunities for classified procurement staff to enhance job related skills and opportunities;
- Create and implement a succession plan that promotes from within and recruits externally for the future to foster a healthy work culture and "best in class" team environment;
- Expand and promote a vibrant small business program that increases small business participation rates, fosters greater opportunities for women and minority owned vendors to participate with LAUSD as partners.





## Ideal Candidate Attributes

### Knowledge of:

- Principles and practices of organization, management, budget preparation, procurement, bond funded construction contracts, contract administration, distribution/warehousing, logistics, inventory management, and expenditure control
- Performance management standards, strategic planning and implementation;
- Computer system capabilities and methods applicable to a wide variety of procurement and business services including E-procurement; and
- Principles of training, employee evaluation and collective bargaining.

### Ability to:

- Manage data-driven, multi-functional, education-based environment;
- Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units;
- Analyze complex problems, identify solutions, and implement plans to solve problems;
- Effectively communicate orally and in writing with individuals at various levels of understanding;
- Establish and maintain effective relationships with parents, community representatives, district's board offices, administrators in the District, and other public and private organizations, union officials, employees; and
- Demonstrate success working with and through people in establishing goals, objectives and action plans to produce expected goals.

## Qualifying Experience

A Bachelor's degree from an accredited college or university in business or public administration or closely related field. A master's degree in business or public administration is desirable. Industry certifications would be helpful such as National Institute of Public Procurement (NIGP), American Production and Inventory Control Society (APICS), the Institute for Supply Management (ISM), the National Contract Management Association (NCMA), and Supply Chain Canada (SCMA).

### Experience:

Six years of responsible management experience in the contracting of goods and services, including experience with large construction contracts and bond programs preferably within a large, urban school district or other large complex governmental organization. Three of those years should be at an executive level with responsibility for a major procurement business services operation.

# LAUSD AT A GLANCE

## Who We Are

**2nd-largest school**  
district in the country, serving  
nearly **575,000** students

**520,000** students in TK-12th grade

**13,000** in early education

**42,000** in continuation, option  
and adult education programs

**98**  
languages  
spoken by  
students

Over  
**86,000**  
students are  
learning to  
speak English  
proficiently

**Incredible  
Cultural  
Diversity**

Los Angeles Unified is privileged  
to serve an amazing and vibrant  
community, and our plan has  
been designed to celebrate all of  
these wonderful strengths.

We serve an area totaling **710** square  
miles, including the city of Los Angeles  
and parts of **25** other cities and areas in  
Los Angeles County.

**1,197**

Schools and centers, including:



**300+**

Magnet  
programs



**200+**

Dual language  
programs +

**56**



California Pivotal  
Practice School  
Awardees 2022

**29**



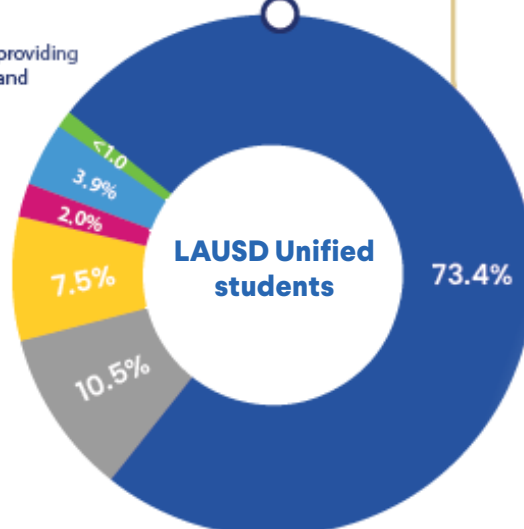
California  
Distinguished Schools  
Awardees 2021

## Amazing staff

**25,000+** teachers

**3,000** school administrators

**30,000+** employees providing  
various forms of services and  
support to students and  
school communities



Latinx  
White  
African American  
Asian American  
American Indian, Alaskan  
Native, Native Hawaiian  
or Pacific Islander  
Filipino

+ Dual Language programs  
offered in Arabic, Armenian,  
French, Korean, Mandarin,  
Japanese, and Spanish

## Compensation & Benefits

LAUSD offers an excellent annual salary range of \$177,814 - \$221,537 (placement in the range is dependent upon qualifications.) LAUSD offers employer-paid health insurance coverage with choice of several medical, dental, vision and life insurance plans with no employee premium sharing required for employee, spouse, domestic partner or eligible dependents. Membership in California Public Employee Retirement System (CalPERS) with District contribution is also a part of our LAUSD benefit package.

## Application Process

The recruitment is being conducted by **The Hawkins Company** (search consultants). They will review all written materials submitted and will screen and evaluate the candidates. Only the most highly qualified individuals will be invited to participate in LAUSD's interview process. Interested and qualified individuals are invited to submit a resume and cover letter of interest electronically to: **CPO.LAUSD@thehawkinscompany.com**. Application materials received by **6/2/2023** will receive first consideration. Interested individuals are encouraged to apply early. The position will be open until filled. Confidential inquiries are welcomed and should be directed to Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com or Ms. Adrienne Montgomery at 310-995-3884, adrienne@thehawkinscompany.com.



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