

Openings as of 10/4/2018

Procurement Facilitator

JobID: 7136

Position Type:

Classified Staff

Date Posted:

10/1/2018

Location:

FINANCE

POSITION PURPOSE: To maintain and perform professional work of advanced difficulty in the technical and administrative functions of the purchasing activities of the government, including purchasing and contract administration. This position is responsible for the procurement of construction, supplies and professional services that are to be conducted in accordance with applicable federal, state and local laws, ordinances, rules and regulations. Direction is received from the Director of Internal Controls.

ESSENTIAL FUNCTIONS:

- This position is responsible for procuring or coordinating the procurement of architectural and engineering services, construction, and related supplies and services required by various departments in accordance with all applicable federal, state and local laws, policies and procedures
- Prepare highly technical and complex specifications, contracts and solicitation documents, including all related research and value analysis.
- Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.
- Identify and notify potential sources.
- Conduct pre-bid and pre-proposal conferences.
- Coordinate and supervise activities of evaluation committees.
- Recommend lowest responsive, responsible bidder on IFB's, most advantageous offer on RFP's and most qualified for architects/engineers.
- Edit requisitions and confer with departments regarding requirements, specifications, quantity, quality and delivery. Recommend alternatives that would result in greater value.
- Confer with consultants, contractors and suppliers in order to acquaint them with procurement policies and procedures and to obtain information on required products and services.
- Negotiate with consultants and contractors regarding specifications, scope of work, prices, terms and conditions.
- Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions, compliance with grant requirements, negotiation of contract amendments, extensions and change orders. Analyze cost and price data from vendors. Perform contract audits when required.
- Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
- Maintain the integrity of the public procurement process.
- Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.
- Provide guidance and assistance to other employees, as required.

- Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Engage in procurement planning with client departments. Routinely meet and communicate with client departments in order to identify and provide high quality service to meet client service delivery requirements on a timely basis. Provide accurate, complete and up-to-date information in a courteous, efficient and timely manner.
- Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
- Maintain individual workload statistics.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up.
- Perform other related duties as required.

ADDITIONAL DUTIES: Performs other related tasks as assigned by the Director of Internal Controls, Financial Services Officer, Chief Finance Officer, Superintendent or other district office administrator as designated by the Superintendent.

QUALIFICATIONS:

- Bachelor's degree in business or related field such as finance, accounting or related area.
- At least five years of experience as a professional administrator, at least two of which must have been in a program manager capacity.
- Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB) or equivalent certification preferred.
- Demonstrate knowledge and skill in use of accounting software, computers, data processing and spreadsheets.
- Able to communicate effectively, in writing and orally, with a wide variety of people.
- Bilingual skills preferred.

EXPERIENCE:

- Minimum three (3) years progressively responsible experience in purchasing.
- To perform this job successfully, an individual should be proficient in Microsoft Office software applications including Excel, Word and Outlook.
- Knowledge of district identified database program applications.
- Knowledge of how to load and maintain software on school server and individual machines, and have working understanding of computer maintenance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

WORK PLACE EXPECTATIONS:

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1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

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REPORTS TO: Director of Internal Controls

DAYS PER YEAR: 260

SALARY CLASSIFICATION: Paid on the Classified Staff Salary Schedule - Level 112

EMPLOYEE GROUP: Classified

APPLICATION PROCEDURES: Must apply online by completing a "Classified" application and adding this specific job to your online application.

FLSA STATUS: Non-Exempt

EMPLOYEE'S ACKNOWLEDGEMENT STATEMENT:

1. I have reviewed the above position description and understand its contents.
2. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.
3. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee's Name (Print): _____

Employee's Signature: _____

Date: _____

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