



District Five Schools of Spartanburg County

POSITION: Procurement Officer

QUALIFICATIONS: Bachelor's Degree required with a major in accounting or business preferred.
Minimum of five years' experience in business related field.

REPORTS TO: Chief Financial Officer

GENERAL SUMMARY:

Under limited supervision manages the acquisition of supplies, services, and equipment by formal contract methods in compliance with the procurement code of Spartanburg County School District Five. Coordinates, formulates, and administers contracts necessary to facilitate District operations, programs, and services. Maintains all procurement records as required. Establishes and maintains internal procurement procedures in cooperation with District staff and school bookkeepers. Provides interdepartmental support and serves as an information resource on procurement matters. Assists/advises upper level management as needed.

PERFORMANCE RESPONSIBILITIES:

- Manages and organizes the preparation of all bid/proposal specifications in coordination with department heads and school level administration. Manages the process of soliciting bids and proposals and awarding contracts in compliance with procurement code.
- Develops all solicitations of \$10,000 or more, requiring formal contract procedures meeting all applicable advertising requirements, issuing amendments and conducting pre-bid/proposal conferences as necessary.
- Evaluates bids and proposals to determine bidder responsiveness and responsibility, and selects proper bid/proposal for award. Coordinates proposal analysis via selection committees and the completion of their tasks.
- Evaluates all requisitions over the \$2500 spending threshold to determine compliance with procurement code, and adds necessary documentation prior to converting requisition to purchase order. Communicates with school and district bookkeepers concerning necessary adjustments.
- Coordinates with vendors and department/school officials on purchasing problems and

participates in all phases of procurement operations relating to a wide variety of supplies, materials, equipment, and services.

- Conducts negotiations with suppliers on proposals and contracts; conducts proper contract administration; initiates default action, contract terminations, and debarment action when required.
- Prepares and maintains all procurement records as required for annual review by district selected auditing firm.
- Analyzes procurement data to maximize consolidation efforts.
- Prepares and makes annual and semi-annual reports to the Board of Trustees and administration as required by procurement code and state statute.
- Interviews and consults with sales representatives as necessary. Maintains vendor database.
- Responds to customer problems and concerns and maintains open communication with principals, administrators, and other District personnel.
- Performs computer data entry to record and retrieve financial information and to prepare purchase orders, reports, and correspondence.
- Facilitates program of surplus removal and disposal in compliance with District and state regulations.
- Operates general office equipment such as a copier, computer, and calculator.
- Performs other related duties as required.

WORKING CONDITIONS:

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

DISCLAIMER STATEMENT:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

Application Deadline:

Position Available: End of November

Salary: District Administrator Schedule

To apply please contact:

Heather Lister, Director of Personnel
District Five Schools of Spartanburg County
P.O. Box 307
Duncan, SC 29334
(864) 949-2340, (864) 949-2341 Fax

Spartanburg School District 5 does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in the provision of educational opportunities and benefits in compliance with Title VI and Title VII of the Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the American with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws.