

Rock Hill School District 3

Procurement Specialist @ Procurement Services (3049)

JOB POSTING

Job Details

Title

Procurement Specialist @ Procurement Services

Posting ID

3049

Description

Minimum Qualifications:

A minimum of three (3) years in public procurement experience preferred that required creating technical and general specification, soliciting bids/proposals, and negotiating

A minimum of two (2) years of experience in procurement card administration preferred

A high school diploma and work experience that is directly related to the area of employment

Bachelor's degree may be substituted for required work experience.

Ability to process procurements according to the District consolidated procurement code and purchasing manual

Ability to develop formal and informal solicitations and proposal documents for the procurement of commodities, general services, and professional services

Ability to manage the Procurement Card program including tracking and balancing purchases

Ability to conduct bid openings and pre and post submittal meetings

Ability to act as liaison between District employees and contractors

Ability to evaluate vendors, place orders, and discuss new product lines

CPPB, CPPO or NIGP-CPP preferred or must obtain either certification within three (3) years of employment

Outstanding organizational and communication skills

Skill in interpersonal relations with staff and the general public

Satisfactory SLED (SC Law Enforcement Division) report

Salary Range: Support Salary Schedule, Group 2

Length of Contract: 12 months/8 hours per day

Starting Date: Immediately Upon Selection

College transcripts, three references, and a copy of appropriate credentials should also be submitted during the application process.

Prior to employment, the District will request a criminal record history check for past action of crimes. For this reason, information about date of birth, gender, and race is requested as a part of the application process.

The district reserves the right to make changes to the job posting/description as necessary to meet the district's needs.

JOB DESCRIPTION

PROCUREMENT SPECIALIST

Purpose Statement:

The job of the Procurement Specialist is done for the purpose/s of assisting the Director of Procurement Services in acquiring necessary resources to support the district; P-card administration; ensuring that district revenues are effectively utilized and properly allocated; procurement of goods and services for facilities; issue formal solicitation; and ensuring compliance relating to the District's Procurement Code and Manual.

This job reports to the Director of Procurement Services.

Essential Functions

- Assist in developing and implementing plans and goals for the department

- Support the director in all their duties and effectively carry out assigned responsibilities
- Serves as the District's P-card Administrator
- Review and audit reports for district wide P-cards as needed
- Procures supplies, services and equipment for Facility Services to ensure availability and cost effective pricing.
- Evaluates documentation (e.g. requisitions, purchase orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.
- Maintains records (e.g. bids, RFP's, purchase orders, receiving documents, vendor files, contract files, etc.) for the purpose of providing required documentation and audit trail.
- Issue purchase orders
- Issue formal solicitations and prepare contracts.
- Facilitate pre and post submittal meetings
- Negotiates with vendors.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform required functions.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to a variety of inquiries from various internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Reviews purchase orders, contracts and bids for the purpose of ensuring vendor compliance.
- Perform other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting practices, purchasing practices, spreadsheet knowledge utilizing Microsoft Excel.

Preferred

Knowledge of legislation, regulations, policies and procedures governing the procurement of goods and services. Knowledge of current funding sources. Knowledge of the quality of materials being purchased. Ability to analyze and evaluate factors in the awarding of contracts. Ability to communicate effectively. Bachelor's degree in a related field plus one year related work experience or an Associate's degree in a related field plus 3 years related work experience, or high school diploma plus 5 years of related work experience

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and preparing formal procurement. Utilization of

resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience

A minimum of three (3) years in public procurement experience that required creating technical and general specification, soliciting bids/proposals, and negotiating.

A minimum of two (2) years in procurement card administration.

Education

A high school diploma and work experience that is directly related to the area of employment. A bachelor's degree may be substituted for required work experience.

Required Testing

Pre-employment TB Test

Certificates & Licenses

CPPB, CPPO or NIGP-CPP preferred. Must be able to obtain either certification within three (3) years of employment.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-exempt

Salary Grade

Support Salary Schedule, Group 2

Full-Time

<http://www.rock-hill.k12.sc.us/Page/4454>>Please see our Salary Schedule

Central Office

Shift Type

Salary Range

Location

Applications Accepted

Start Date

09/03/2021