



JOB DESCRIPTION

DIRECTOR OF PROCUREMENT

Purpose Statement:

The job of Director of Procurement is done for the purpose/s of implementing and maintaining the overall operation of the procurement activities in conformance to District, State, and Federal guidelines; ensure maximum value and benefit is derived by procuring competitively; and ensure that objectives of programs/services are achieved within budget and comply with the District's procurement code, policies, procedures, and goals.

This job reports to the Assistant Superintendent of Business Services.

Essential Functions

- Directs and leads procurement department to develop strategies for generating resources, sources of supply, vendor partnerships, cooperative agreements, new technologies and more cost-effective processes.
- Coordinates the quoting/bidding process between user schools and departments and vendors. Supervises bid openings. Determines vendor responsibility. Analyzes quote/bid responses for lowest cost or best value. Recommends contract awards. Maintains confidentiality of the quote/bid process in accordance with policies and guidelines.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring purchasing processes.
- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of annual procurement and financial audits.
- Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment, and/or services.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Maintains purchasing information, files, and records (e.g. Requests for Proposals, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state, federal, and district requirements/regulations.
- Oversees required processes (e.g. orders, requisitions for supplies, equipment, services, etc.) for the purpose of acquiring necessary resources to support district operation.
- Oversees the District's printshop and manages surplus inventory.
- Develops and monitors appropriate system of internal controls for the purpose of ensuring that district assets are properly procured and safeguarded.
- Directs procurement activities for the purpose of ensuring services are provided within established timeframes in conformance with all related requirements.
- Mediates user complaints and issues with vendors. Facilitates the collection of data and facts needed to resolve complaints, claims, protests, or legal proceedings. Recommends resolutions to conflicts, complaints, or issues.
- Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Assists in professional development, training school and departmental staff when needed.

- Participates in meetings for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Prepares a variety of reports (e.g. requests for proposals, specification documentation, purchasing requests, vender lists, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.
- Provides procurement opportunities and technical assistance to minority and woman-owned businesses to facilitate their involvement in the procurement process.
- Recommend contract changes, extensions, and terminations.
- Researches a variety of information for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Researches contracts, suppliers, equipment, and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines.
- Assist internal auditor during procurement reviews to ensure conformity of all procurement activities with District Procurement Code, policies, and procedures.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction, and/or appropriate referrals.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises the overall operation of procurement activities for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial, and District requirements.
- Supervises the processing for all orders of goods and services (e.g. requisitions, purchase orders, etc.) for the purpose of ensuring that all orders are properly budgeted and approved, that appropriate procurement rules are followed and that the goods and services are received in a timely manner.
- Supports assigned administrator/s for the purpose of collaborating with administrators in achievement of department, programs, and district goals.
- Participates actively in professional procurement organizations. Participates in conferences and training sessions to increase skill level and knowledge base.
- Performs other duties and assumes responsibilities as may be 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; and developing effective working relationships. Extensive computer skills, utilizing Microsoft Office (i.e. Word, Excel, PowerPoint). Excellent verbal and written communication skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: personnel processes; pertinent codes, policies, regulations and/or laws; federal and state purchasing regulations; education code; and budget management.

ABILITY is required to schedule activities, meetings, and/or events; 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; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Strong problem-solving ability required to identify issues and assist with creating action plans including independent interpretation of guidelines. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; customer service etiquette a must; 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

Possess and utilize excellent team building skills. Accept delegated responsibilities willingly. Able to work under occasional stress. Demonstrate a high level of initiative in job performance. Communicate effectively with a diverse community. Ensure the maximum value and benefit is derived from the District's expenditures by procuring competitively, without prejudice, all necessary supplies, equipment, and services to ensure the District's compliance with all regulations, policies, and guidelines.

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 Minimum of five years of experience preferred in procurement and in a supervisory capacity, preferably in a government environment.

Education Bachelor's Degree in Business Administration, or related field

Required Testing

Pre-employment TB Test

Certificates & Licenses

CPPB, CPPO, or CPM certification desirable

Continuing Educ. / Training

As required to maintain certification

Clearances

Satisfactory SLED (SC Law Enforcement Division) report; outstanding references from current and former supervisors

FLSA Status

Exempt

Salary Grade