

# Chester County School District

## Coordinator of Procurement (1627)

### JOB POSTING

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#### Job Details

*Title*

**Coordinator of Procurement**

*Posting ID*

**1627**

*Description*

### **COORDINATOR OF PROCUREMENT**

The job of Coordinator 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.

**Salary: \$56,822 - \$108,642**

**Administrative Salary Schedule Group 4**

#### **Essential Job Functions**

- Plans, administers, directs, and monitors the district's purchasing and contracting activities in accordance with state and federal regulations and school board policy.
- Establishes procurement policies, procedures and processes.
- Directs, coordinates and supervises all activities for the sale, lease or disposal of surplus property and/or unserviceable supplies and equipment.
- Supervises, evaluates and directs the procurement department to develop strategies for generating resources, sources of supply, vendor partnerships, cooperative agreements, new technologies and more cost-effective processes.
- Reviews requisitions and expenditures in accordance with district policy and district procurement code(s).
- Interacts and meets with the vendor community to provide instructions on how to conduct business with the district.
- Responds to requested information according to Freedom of Information Act
- Develops and manages the procurement department's annual budget.
- Directs, coordinates and supervises the bidding process in accordance with policies and procedures.
- Administers pre-bid conferences and site visits for potential bidders.
- Conducts workshops, meetings and training sessions for district staff on procurement, credit card, surplus property and fixed asset policy and procedures.
- Awards contracts, issues contract amendments and resolves disputes.
- Establishes criteria for prequalification of bidders and qualified products in accordance with district procurement policy.
- Monitors the district's Minority Business Enterprise Plan.
- Administers the district procurement card program.
- Develops and monitors appropriate systems of internal controls.
- Mediates and recommends resolutions to conflicts, complaints and/or issues with vendors.
- Reviews contracts and agreements to ensure terms and conditions are within compliance to the State Law.
- Recommends contract changes, extensions, and terminations.
- Supervises the overall operation of procurement activities ensuring conformance with legal, financial and District requirements.
- Reviews contracts and agreements to ensure the District can comply with all terms and conditions related to South Carolina Law.
- Provides requested information to aid with the completion of annual procurement and financial audits.
- Maintains purchasing information, files, and records (solicitations, purchase orders, change orders, vendor applications, etc.)

- Resolves purchasing issues and/or ensures purchases are within state, federal, and district policies and procedures.
- Performs any other related duties as assigned by the Chief Financial Officer.

#### **MINIMUM EDUCATION AND EXPERIENCE**

- Associate or Bachelor's Degree in Business Administration, or related field required.
- Three (3) to five (5) years public procurement experience required
- Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or NIGP's Certified Procurement Professional (NIGP-CPP) required.

#### **REQUIRED JOB QUALIFICATIONS: Skills, Knowledge and Abilities**

- Knowledge of laws, ordinances, district procurement code, regulations and procedures pertaining to specific duties of the Procurement Director.
- Demonstrated knowledge of governmental operations, basic legal foundations, proper internal controls, strategic planning, analytical techniques, management, MIS, risk management.
- Demonstrated knowledge of management, finance, accounting and budgeting principles and procedures.
- Demonstrated ability to manage procurement contracts.
- Must have knowledge of suppliers for various types of goods and services.
- Ability to train procurement staff and supervise their work.
- Establish and maintain effective working relationships with school officials, administrators, staff and the vendor community.
- Ability to communicate effectively.
- Highly developed organizational skills are required.
- Must be self-confident, assertive and manage conflict.
- Must have a customer service centered attitude.

#### **EQUIPMENT USED**

Computer, calculator, copy machine, fax machine, telephone with voicemail, and other common office equipment.

#### **WORK ENVIRONMENT**

- The usual and customary methods of performing the job's functions require minimum lifting, carrying, pushing, and/or pulling and significant fine finger dexterity.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

#### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

- The Chester County School District is an equal opportunity employer and does not discriminate on the basis of race color, religion, sex, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.
- ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

#### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, responsibilities and qualifications required of employees assigned to this job.

*Shift Type*  
*Salary Range*  
*Location*

**Full-Time**

**Please see our Salary Schedule <https://www.chester.k12.sc.us/Page/1412>**

**District Office**

#### **Applications Accepted**

*Start Date*

**07/17/2023**