



**DORCHESTER SCHOOL DISTRICT TWO
JOB DESCRIPTION**

- TITLE:** Procurement Officer
- SALARY:** As determined by DD2 Classified Salary Schedule
- DEPARTMENT:** Finance
- LENGTH OF CONTRACT:** 245 days
- QUALIFICATIONS:**
1. High School diploma required.
 2. Must provide proof of the completion of a minimum of 60 college credit hours, OR in lieu of this, must pass the Para Professional Exam or the Test of Adult Basic Education (TABE) test.
 3. Minimum of three years of experience in Purchasing.
 4. Proficient use of Microsoft Office Suite.
 5. Such alternatives to the above as may be appropriate and acceptable.
- IMMEDIATE SUPERVISOR:** Chief Financial Officer
- JOB SUMMARY:** Responsible for overseeing functions related to the procurement of supplies, equipment and services for the District and ensuring compliance with the District's Procurement Code, and Finance policies and procedures. Manages the District's procurement card program and ensures adherence to the District's established procurement card policies and procedures.
- PERFORMANCE RESPONSIBILITIES:**
1. Provides effective leadership for the various Procurement functions related to the acquisition of supplies, equipment, and services needed to maintain effective school and District operations.
 2. Communicates procedures, guidelines and training consistent with compliance with District Procurement Code to department and school staff as needed.
 3. Monitors all procurements of the District to ensure that purchases are conducted in compliance with the District's Procurement Code and Finance policies and procedures.
 4. Supervises and administers bid and proposal solicitation documents for a variety of supplies, equipment, and services. Includes conducting legal advertisements, writing precise specifications, developing requests for proposals, requests for

qualifications or other appropriate source selection document; evaluating bids and proposals for determination of award; preparing award letters and statements of intent to award for all procurements with a value or potential value greater than \$50,000 for approval by the Chief Financial Officer.

5. Conducts pre-bid conferences, site visits, and evaluation committee meetings.
6. Administers procurements for construction and capital projects. Works with various departments to establish design standards for school and classroom furniture, fixtures, and equipment.
7. Oversees administration of the District's procurement card program and ensures compliance with the District's Procurement Code, and procurement card policies and procedures. Reports infractions to the Chief Financial Officer.
8. Oversees an ethical procurement environment that provides contractor and supplier trust as well as a broad-based competitive environment.
9. Works to achieve the District's MBE goals by managing, monitoring, and encouraging minority business participation. Responsible for recording MBE activity and creates the annual report for presentation to the Board of Trustees.
10. Maintains and prepares all required semi-annual procurement reports for emergency and sole source procurements for presentation to the Superintendent by the Chief Financial Officer.
11. Proposes policy and procedural changes as part of the continuous quality improvement initiative for the District's Procurement and procurement card programs.
12. Attends training, seminars and conferences, etc. as required to maintain and enhance job knowledge and skills to ensure compliance with all state, federal and District regulations.
13. Conducts meeting with vendors as needed to create new business relationships as well as conflict resolution with current contracts.
14. Manages the annual Procurement Audit with external auditor firm.
15. Submits an Annual Statement of Economic Interest to be filed with the South Carolina State Ethic's Commission.
16. Performs all other duties and responsibilities as assigned by the Chief Financial Officer.

EVALUATION:

There will be a written evaluation every third year, at a minimum, on the successful performance of job responsibilities.

VACANCY ANNOUNCEMENT DORCHESTER SCHOOL DISTRICT TWO

Position: Procurement Officer –
District Office Finance Department

Length of Contract: 245 days
Salary Range: \$41,555 to \$74,718

Qualifications:

6. High School diploma required
7. Must provide proof of the completion of a minimum of 60 college credit hours, OR in lieu of this, must pass the Test of Adult Basic Education (TABE)
8. Minimum of three years of experience in Purchasing
9. Proficient use of Microsoft Office Suite
10. Such alternatives to the above as may be appropriate and acceptable

Effective Date: February 2024

Application Deadline: January 29, 2024

If interested in the position, please apply at the following website by the application deadline.

- <https://www.applitrack.com/dorchester/onlineapp/>