



PROCUREMENT SUPERVISOR

Classification: Professional-Technical Level 6

Location: District Office

Reports to: Director of Business Services

FLSA Status: Exempt (Administrative)

Employee Group: Professional-Technical

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Supervises the overall procurement and contract development functions for the acquisition of goods and services within the General, Capital Projects, Associated Student Body and Transportation Vehicle funds, and manages the fixed assets system and inventory processes for the district.

Part II: Supervision and Controls over the Work

Serves under the guidance and administrative supervision of the director of business services. Is held responsible for results in terms of effectiveness of planning, policies, and programs; and for contribution to and achievement of program's goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies. External contacts are generally to represent the District as a program expert, to coordinate program work, or to carry out business functions.

Part III: Major Duties and Responsibilities

Assists and supports the business services director in:

Program Management:

1. **Planning and Programming:** Stays abreast of research on the changing nature of the profession, the field of public education, and changing national, regional, and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands, and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Financial Management:** Advises the business services director, chief financial officer, and district leadership on the legal and financial implications for all non-staff contractual services and fixed assets. Oversees and participates in evaluation of procurement reports to assess program implementation and status. Maintains sound risk management and internal control over program assets.
3. **Policy Formulation and Guidance:** Recognizes the need for and formulates policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishes a system for periodic review of policies to

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determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.

4. **Staff Supervision:** Organizes, directs and staffs the organization. Assures that functions are effectively structured and work procedures are in place to achieve a high level of integration and synergy across programs functions. Structures positions and identifies skill sets essential to the development and delivering of quality programs and services. Recruits and places staff members based on both skills and values essential to achieving the level of program delivery and customer service that is essential to a highly effective organization. Manages assigned staff to include induction, training, assignment of duties and responsibilities, evaluation of performance, and addressing employment issues and concerns. Assesses, evaluates, and provides for professional development of staff members that will foster the achievement of department goals and objectives.
5. **Program Supervision:** Creates communication, collaboration and coordination processes that assure district staff is timely and effectively informed of procurement policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions. Organizes district wide procurement trainings and vendor events.
6. **Program Evaluation, Analysis and Feedback:** Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

Program Operations:

1. Establishes procurement policies, procedures and practices that comply with state and federal regulations and national public procurement standards. Establishes competitive bidding processes to ensure compliance and effective use of public funds. Establishes internal controls to assure expense approval, contract commitment, expenditure, and inventory accountability. Evaluates procurement needs and strategizes appropriate procurement processes with internal customers and vendors for the acquisition of public works, services and products needed by the district, including but not limited to competitive bids, sole source acquisitions, quotes or direct negotiations.
2. Oversees and performs activities involved in the maintenance and control of goods and services acquisition for all non-salary expenditures. Negotiates with vendors and contractors to obtain best possible pricing and adherence to contract provisions. Reviews and/or initiates contracts that commit the district both legally and financially.
3. Conducts cost-benefit analysis of varying components of district operations, programs and services to be integral with the procurement process. Consolidates individual purchases and requirements for all schools and the central offices to maximize the economy of scale.

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4. Manages purchasing, small works roster, contract and inventory data and prepares financial analyses and reconciliations. Conducts annual closing of fixed asset records. Oversees the application of the purchasing and fixed asset modules of the financial software system and the accuracy of the fixed asset system within departments and site locations.
5. Provides technical expertise for procurement projects, including interviewing end users and vendors, establishing selection committees, preparing bid or quote packages, submitting advertising, conducting pre-bid conferences, responding to inquiries from vendors, coordinating vendor site visits, reviewing evaluation and selection documentation by district staff and committees, negotiates contract terms and commitments on the district's behalf for the purpose of ensuring standard contract terms and conditions and safeguarding district resources.
6. Supervises the procurement staff in the daily administration of all procurement, purchasing card, small works roster, and inventory tracking functions. Trains, provides direction, and guides District administrators, budget authorities and office personnel in the acquisition of their goods and contractual services, functions, compliance with rigid regulatory requirements and ongoing contract administration.
7. Organizes district wide procurement trainings and vendor events. Participates in, and/or leads, meetings, committees and forums related to the foregoing activities.
8. Assists in annual budget preparation, year-end financial reporting, and related projections. Prepares solicitations and resulting contracts for all goods and services acquisitions. Monitors, analyzes, and reconciles program's overall requirements for goods and services.
9. Audits federal, state, and grant acquisitions processes to assure compliance with rigid regulatory requirements and appropriate contractual safeguards are in place and that all district fixed assets are appropriately documented and retained within fiscal software systems.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business administration or related field and three years of progressively responsible experience in procurement or contract negotiations for a large public agency. Equivalent work experience may substitute for the education requirement on a year-for-year basis, or completion of a purchasing certificate program and two years of additional experience. Alternative combinations of education and experience will be evaluated by human resources.



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3. Supervisory experience.
4. Minimum of five years of program management or occupational experience that provided a full range of knowledge of the full range of procurement regulations, contract law, and retention and destruction of procurement documents.
5. Strong analytical and problem-solving skills and understanding of client-centered support and services.
6. Excellent oral, written, presentation, and interpersonal communication skills.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
9. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.

Part V: Desired Qualifications

1. Experience in public school procurement and contracts management.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.