



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## CONTRACT SPECIALIST

### GENERAL RESPONSIBILITIES

Under the leadership of the Director of Purchasing, the position is responsible for providing leadership and supervisory duties in connection with contracting for goods and services essential to the operation of the school division, and assisting with directing, planning, and organizing the activities and operations related to contracts for the Office of Purchasing Services.

### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the lead staff member within the Office of Purchasing Services to supervise and oversee all aspects of the contracting process; act in the place of the director of purchasing, as requested.
- Ensure the contracting process is compliant with state and local laws as well as school board policy.
- Oversee and manage the re-engineering of contracting processes and services throughout the division.
- Establish and maintain processes to ensure compliance and transparency throughout the contracting process including contract approvals, execution, and records retention
- Collaborate with cross-functional teams, other departments and offices to review, revise and streamline contracting processes.
- Assist with the coordination, development, implementation and maintenance of contracting policies and procedures.
- Collaborate with staff and legal counsel to maintain current contract templates.
- Interact and maintain a collaborative and close relationship with all levels of school board staff, city staff, and vendors.
- Assist with automated systems related to contract development, approval, and records retention.
- Oversee the technical support of automated contracting systems and training of system users.
- Supervise and coordinate the performance of assigned staff.
- Work collaboratively with the director to ensure adherence to Federal, State and Local procurement and contracting laws, policies and procedures, Code of Virginia, and School Board policy.
- Perform procurement processes as assigned, Request for Proposals (RFPs), bids, and informal quotations.
- Perform related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of school board policy and state code as it relates to contracting and procurement. Must have the ability to defend the decisions rendered and uphold all procurement and contracting laws, policies and procedures; ability to apply and communicate contracting and procurement laws, policies and procedures to persons internal and external to the division that comply with the best interests of the school division. Must have the ability to establish and maintain effective working relationships both internally and externally; ability to apply broad computer technology knowledge in a wide array of contract evaluations and negotiations; ability to handle conflict and pressure associated with meeting deadlines, executing contracts; ability to supervise professional and clerical staff; and the ability to demonstrate high professional and ethical standards.

### EDUCATION AND EXPERIENCE

Must have a Bachelor's Degree in Business, Marketing, Purchasing or a related subject. Certification as a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) preferred. Five (5) or more years of progressively responsible purchasing experience; experience with procuring complex goods and services and executing contracts; proven ability to lead teams process reengineering and in the implementation of automated systems.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

### PHYSICAL REQUIREMENTS

No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.