

## **COORDINATOR OF PURCHASING**

### **GENERAL RESPONSIBILITIES**

Assist with directing, planning, and organizing the activities and operations of the Office of Purchasing Services. Provide lead and supervisory purchasing duties in connection with procuring materials, supplies, equipment and services essential to the operation of the school division. Ensure that the procurement process is in compliance with state and local laws as well as school board policy.

### **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; act in the place of the director of purchasing, as requested.
- Interact and maintain a collaborative and close relationship with all levels of school board staff, city staff, and vendors.
- Act as the team leader for process improvement, automation, and change management; oversee and manage the re-engineering of purchasing processes and services throughout the division.
- Collaborate with cross-functional teams, other departments and offices to review, revise and streamline processes.
- Supervise and oversee all aspects of the procurement card program and process.
- Represent the Office of Purchasing Services in all procurement matters; oversee the process for bids and Request for Proposals (RFP).
- Collaborate with vendors and staff throughout the school division to develop specifications, evaluate bids, ensure timely delivery and develop economic order quantities.
- Coordinate and compile written specifications and procure specified items by formal bid, written or telephone quotation.
- Work with other government agencies to develop cooperative procurements for commonly purchased goods and services.
- Review and recommend final decisions regarding bids and Request for Proposals (RFP) to the director.
- Assist with the automation and e-commerce systems related to procurement.
- Oversee the technical support of automated systems and training of system users.
- Supervise and coordinate the performance of assigned staff.
- Assist with the coordination, development, implementation and maintenance of purchasing policies and procedures.
- Work collaboratively with the director to ensure adherence to Federal, State and Local procurement laws, policies and procedures, Code of Virginia, School Board policy and the Sherman Antitrust Act.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of school board policy and state code as it relates to procurement; ability to defend the decisions rendered and uphold all procurement laws, policies and procedures; ability to apply and communicate procurement laws, policies and procedures to persons internal and external to the division which comply with the best interests of the school division; ability to establish and maintain effective working relationships both internal and external to the school division; 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, negotiating contracts and handling protests; ability to supervise professional and clerical staff; ability to provide technical guidance to architects and engineers designing specifications and blueprints for projects and new school construction; ability to demonstrate high professional and ethical standards.

**EDUCATION AND EXPERIENCE**

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; proven ability to lead teams in the negotiating of contracts.

A comparable amount of training and experience may be 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

FLSA status: Exempt	Description Developed: 11/11
---------------------	------------------------------