



**PROCUREMENT SPECIALIST I**

**GENERAL RESPONSIBILITIES**

Responsible for the procurement of goods and services for the Virginia Beach City Public Schools at the lowest possible price while meeting the specifications of the requesting department or school. Routinely assigned projects that are of a high dollar value and complex nature. Responsible for the evaluation of purchased materials and vendor performance of services in conjunction with Budget Managers.

**ESSENTIAL FUNCTIONS**

(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.)

- Select and execute the most optimum procurement method and ensure proper procurement laws, policies and procedures are followed.
- Review, revise and/or draft all necessary procurement documents to conform to the Code of Virginia and School Board requirements.
- Coordinate and expedite deliveries of goods and services to meet applicable deadlines. Research and locate new sources of equipment, supplies and services.
- Stay informed of market trends and changes to procurement laws, School Board policies and internal departmental procedures.
- Instruct personnel on laws, policies, procedures, and critical issues pertaining to all procurements, ensuring that all applicable guidelines are followed.
- Serve as committee chair for complex procurements (RFP) by coordinating pre-proposal conferences, site visits and competitive negotiation strategies with all parties involved.
- Purchase requisitioned materials and services through the use of competitive sealed bidding and/or competitive negotiation.
- Establish term contracts for assigned commodities and services.
- Answer telephone calls from school personnel, administrative staff, vendors, and the public to provide accurate information related to the procurement of goods and services such as pricing, product, and vendor information.
- Purchase equipment of assigned commodities for new school construction and renovation projects.
- Coordinate and compile written, concise specifications and procure specified items by formal bid, written quotation and telephonic or facsimile quotation.
- Develop a close working relationship with vendors and administrative staff in order to develop specifications, evaluate bids and ensure timely delivery of products and services.
- Approve and sign purchase orders.
- Attend meetings and conferences as required.
- Perform related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Good understanding of School Board Policy and State Code as it relates to procurement; ability to defend the decisions on all levels and uphold all procurement laws, policies and procedures; good computer skill with experience with automated purchasing systems; good understanding of computers and peripheral devices, computer terminology and the market for goods and services; three to five years of experience as a buyer, preferably in governmental purchasing; ability to communicate with vendors and internal customers; have good ethics and judgment; ability to make decisions and resolve conflicts and work within established laws and policies; must have a professional demeanor and good organizational skill with the ability to coordinate and lead evaluation teams for complex procurements; highly professional with the highest ethical standards.



**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor's Degree in Business, Marketing, Purchasing, or a related subject.

**Preferred:**

Certification as a Certified Professional Public Buyer (CPPB).

Three (3) to five (5) years' experience as a Governmental Buyer.

Experience with the goods and services, which will be procured, will be considered in lieu of purchasing experience.

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

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

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.

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| FLSA Status: Exempt | Description: 6/00, 7/20 |
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