

Job Title:	Procurement Officer II
Grade Level/Terms of Employment:	Grade 120 / Twelve-month (260 days)
FLSA Status:	Exempt
Work Location:	Procurement & Property Management
Immediate Supervisor:	Director of Procurement & Property Management

General Description:

Performs professional and administrative work assisting the Director of Procurement in the coordination of various procurement types. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

Essential Duties and Responsibilities:

- Responsible for managing moderate to moderately complex procurement processes for I/T related components to include, computer hardware, software purchases, software leases, licenses, leases of equipment (copiers, postage meters), telecommunications, (E-rate), cellular devices, as well as audio/visual equipment for the school district.
- Assigned duties for specialized procurements or special projects; performs related administrative duties; administers and monitors contracts; does related work as required.
- Must possess a basic level of public speaking ability to be able to participate in various training sessions with end users.
- Ability to interface with the Technology Services Department on a regular basis to meet the needs of the district.
- Demonstrated desire to keep up with current marketplace technology trends as they apply in a K-12 Education environment through local workshops, conferences, etc.

Qualifications:

- Must have high school diploma or its equivalency
- Bachelor degree in business administration, accounting, finance or public administration preferred
- Requires a minimum of 2-6 years of Procurement experience
- Knowledge of principles and practices of procurement (public or private) commensurate with that required for level of position and working towards relevant professional certification(s) such as CPPB, CPPO or VCA, VCO
- Must possess excellent communication skills, organizational skills, planning and public relations skills, and the ability to multi-task and prioritize multiple requests at any given time
- Must possess excellent analytical and accounting skills and the ability to predict purchasing trends and deal effectively with business contacts both inside and outside the office
- Should have the ability to establish and maintain positive working relationships with various departments and staff
- Ability to develop, interpret and complete moderate to moderately complex procurement contracts within established deadlines; consistently accurate in the interpretation and application of VPPA procurement laws and procedures relating to procurement

- Excellent logistical coordination and collaboration skills
- Must be process oriented with extreme attention to detail
- Must possess sound judgment and critical thinking skills with excellent problem solving skills
- Must have the ability to cost effectively and appropriately make sound decisions to resolve issues within a wide variety of guidelines both internal and external
- Must have the ability to work independently and work with little supervision
- Willing to seek and accept guidance or assistance from supervisor
- Possess ability to systematically compile data and provide detailed qualitative and quantitative analysis and recommendations, which may require additional approvals
- Strong computer skills with ability to use standard Microsoft Suite of business software and willingness to learn other proprietary software needed to perform job responsibilities
- Must hold a valid Virginia Driver's license