

POSITION TITLE: Procurement Officer I

QUALIFICATIONS: Must have high school diploma or its equivalency. Bachelor degree in business administration, accounting, finance or public administration preferred. Requires a minimum of 3-6 years of procurement/logistics/supply chain experience. Knowledge of principles and practices of procurement (public or private) commensurate with that required for level of position and the desire to work towards relevant professional certification(s) such as CPPB, CPPO and/or VCA, VCO; Excellent communication skills, organizational skills, planning and public relations skills required. 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. Must 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; process oriented with extreme attention to detail; possess sound judgment and critical thinking skills with excellent problem solving skills; ability to cost effectively and appropriately make sound decisions to resolve issues within a wide variety of guidelines both internal and external, ability to work independently and with little supervision. Willing to seek and accepting of guidance or assistance from supervisor; 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.

PERFORMANCE EXPECTATIONS: Procures supplies, equipment, materials and services necessary for the daily operation of the school district. Prepares and develops invitation for bids and requests for proposal - sealed and unsealed-, necessary for the procurement of instructional and non-instructional supplies, equipment, textbook ordering, and handles moderate to complex non-professional/professional/consulting services. Supports such departments as Office of Community Engagement, Library Services, Advertising/Media Services, Catering Services, Travel Services, & Musical Instruments. Handles e-procurement where applicable from online retailers. Receives, tabulates, and evaluates bids and develops and awards contracts. Monitors orders for clarity and completeness, makes recommendations to users as to appropriateness of items requested, and processes by determining the best procurement means based on the total dollar being procured.

GENERAL DEFINITION AND CONDITIONS OF WORK: 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.

REPORTS TO: Director of Procurement and Property Management

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 118

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt