

Job Title:	Director Procurement and Property Management
Grade Level/Terms of Employment:	Grade 133/260 Days (12 months)
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Chief Operating Officer

General Description:

The Director, Procurement and Property Management is responsible for developing a strategic approach for the procurement of direct and indirect goods and services that complies with Federal, State, and local policies, regulations, and procedures. The Director oversees all procurement activities and training, ensures compliance to and updates procurement policies and procedures as needed, and maintains a centralized procurement program that adds value and efficiency to the division. The director also manages all division owned property.

Essential Duties and Responsibilities:

- Plans, administers, directs, and monitors the division's purchasing and contracting activities in accordance with state and federal regulations and school board policy
- Strategically plans and directs all procurement activities to achieve division-wide efficiencies and economies of scale
- Provides leadership, professional development opportunities, and evaluation of assigned staff
- Provides guidance and direction to staff in preparation of solicitations and development of contracts in accordance with procurement regulations
- Formulates proposals for development and revision of policies, establishes procedures and works with appropriate staff to implement improvements where appropriate
- Develops Requests for Proposals, Bids and Written Quotes for procurement of goods, services and construction
- Establishes procurement training and oversight/monitoring program for all schools and departments
- Establishes and coordinates standardization efforts in specifying equipment and supplies to be purchased via division-wide contracts
- Ensures vendor compliance with procurement and procurement-related law/regulations and addresses irregularities and/or violations appropriately
- Works with vendors across the state to increase minority participation in RPS procurement opportunities
- Administers division small purchase charge card (P-Card) program
- Establishes policies and procedures to monitor fixed asset procurement and deploys associated systems to ensure asset accountability
- Oversees the management of warehousing activities and materials handling including the delivery/pickup of equipment to schools and departments
- Models nondiscriminatory practices in all activities
- Performs other duties as assigned

Qualifications:

- Bachelor's Degree required; Master's degree in public or business administration or a related field preferred
- Minimum 8 years progressive experience in government procurement with preference of government procurement management experience
- Demonstrated in-depth knowledge and application of the Virginia Public Procurement Act (VPPA) and other governmental procurement law
- State, national, or international certification in government procurement such as VCO, CPM or CPPO preferred
- Comprehensive knowledge of specification development, contract negotiating and administration, insurance and bonding requirements and contractor licensing
- Ability to establish and maintain effective working relationships with school leaders, staff, and the vendor community
- Possess sound professional and administrative judgment combined with excellent communications skills, both oral and written
- Ability to work independently and meet deadlines
- Ability to provide supervision and training to others
- Knowledge of and experience with automated procurement systems
- Valid driver's license
- Bilingual/fluency in Spanish preferred