

PROCUREMENT SPECIALIST II



Business Department

Basic Function:

Under general supervision, performs a variety of general-to-specialized duties related to the procurement of general goods and services within SMALL, INTERMEDIATE and FORMAL threshold procurement. Such procurement will include but not be limited to supplies, materials, food, and equipment; as well as vendor management and coordination, and follow-up activities to assure legally compliant, efficient, fiscally responsible, and timely purchases.

Reports to: Purchasing Manager

Distinguishing Characteristics:

The Procurement Specialist II oversees the complete procurement cycle for a wide variety of assigned commodities and services. Employees prepare a variety of documents, databases and spreadsheets and coordinate and follow up on activities involved with procuring goods and services to assure efficient, fiscally sound, and timely purchases. Employees exercise judgment within a defined scope of authority to make efficient, ethical, and fiscally sound purchases in compliance with applicable laws, ordinances, rules, and regulations. Levels are differentiated by complexity of work assignments, scope of independence and discretion in decision-making and levels of proficiency in both knowledge and expertise in District procurement processes and regulations.

The Procurement Specialist II is the professional-level classification in the series and will require the Essential Job Functions and the Knowledge, Skills and Abilities listed. Employees at this level are responsible for the full scope of the procurement cycle for assigned commodities, which are typically of a greater value, scale and/or technical complexity than those handled at the Procurement Specialist I classification level. Employees implement and manage District standards for assigned commodities and apply detailed knowledge of, and enforce, local, State, and federal laws, District rules, policies, and procedures. Employees may provide work direction and guidance to employees at the Procurement Specialist I classification. As subject matter experts, employees may serve on District committees and cross-functional teams to collaborate on ensuring best-practices in process implementation and develop and deliver related trainings.

This classification differs from the Contract Analyst series in that the Procurement Specialist II is focused on sourcing goods and services that are procured (1) pursuant to a price agreement or cooperative contract, or (2) below the legal threshold requiring Formal solicitation. The Procurement Specialist II has daily interaction with suppliers of goods and services and submits and processes purchase orders through the District's purchasing software system. The Procurement Specialist II will conduct solicitations (RFPs, ITBs) within all procurement thresholds including Small, Intermediate and Formal cost values but does not require professional certification.

Essential Job Functions:

1. Conduct competitive solicitations for the purchase of goods and services and administer contracts for supplies, technologies, equipment, furniture, food and services in compliance with Board Policy, local, State and federal laws, public contracting codes, and other applicable

regulations.

2. Recommend and/or determine vendors from whom purchases will be made, based on most favorable prices consistent with quality, quantity, and delivery and adherence to specifications, bid conditions, and other factors.
3. Coordinate the preparation, processing, and administration of bids for Master Contracts with District offices and vendors.
4. Confer with technical personnel and administrators from various departments about specifications for purchases; prepare, review, and modify specification update forms in accordance with District requirements and current manufacturer, supplier, and market data.
5. Interview vendor representatives regarding new or improved products, trade practices, and methods; organize, attend, and conduct tests and demonstrations of items to be purchased to determine quality and adherence to specifications.
6. Research and develop sources of supply; obtain information on seasonal or other market trends and conditions and advise administrators regarding timing and quantity of purchases.
7. Compile, retrieve and analyze various reports related to procurement, contracts, warehousing and distribution and inventory management.
8. Estimate prices of requested items for fund encumbrances and establish, identify and/or recommend delivery points.
9. Assist schools and offices by providing training and technical support and answering procurement- related questions.
10. Confer with suppliers and District officials regarding complaints about the quality of goods, materials and/or equipment received.
11. Maintain current knowledge and expertise regarding laws, rules, policies and procedures governing public agency purchasing; participate in meetings, in-service training, and workshops to gather information required to perform assigned job functions.
12. May provide training, work direction and guidance to assigned staff as appropriate.
13. Perform other related duties as assigned.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills and Abilities:

Knowledge of:

- Commodity markets, prices, and sources of supply.
- Provisions of Government and Civil Codes of the State of Oregon, Beaverton School District, and the Federal Acquisition Rules pertaining to Public Agency purchasing.
- Preparation and interpretation of purchasing specifications.
- Procurement procedures and terminology regarding purchase orders, requisitions, and contracts.
- Commodity testing organizations and facilities.
- Sources of authoritative manufacturing and marketing data.
- Computer software applications such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Specialized purchasing, inventory, and accounting software.
- Current technologies, office equipment and software.
- Effective written and oral communication techniques.
- Techniques and principles of high-quality customer service.

Ability to:

- Communicate effectively with District personnel and vendors.
- Determine compliance of materials with specifications.
- Compile and write clear and concise reports.

- Understand and apply Statutory or Policy provisions and legal opinions pertinent to purchasing.
- Develop and maintain good relations with vendors, governmental officials, and District personnel.
- Learn and perform the functions of the public agency procurement by applying district, state and federal laws, rules, policies, and regulations.
- Learn, understand, interpret, apply, and explain district and department rules, policies and procedures related to procurement and contracts.
- Perform basic to advanced procurement services for the District-wide purchasing program, as designated by level.
- Maintain accurate records.
- Learn and develop expertise in performing duties through a variety of specialized financial software programs.
- Provide effective customer service, exercising discretion, tact, and diplomacy.
- Establish and maintain effective relationships with those contacted in the course of work.
- Meet deadlines and schedules, while adapting to changing work priorities.
- Demonstrate and model highly ethical standards in the performance of assigned duties.
- Develop the skills and ability to and provide training, work direction and guidance to designated staff as appropriate.
- Work independently with minimal supervision.
- Communicate effectively both orally and in writing.
- Operate a variety of office machines, technologies, and software.

Required Qualifications:

1. Must possess a bachelor's degree in Purchasing Management, Supply Chain Management, Finance, General Business, Business Administration, or a related field.
2. Must possess four (4) years of basic procurement experience including writing competitive bid documents.
3. In lieu of #1 and #2, must have a high school diploma or GED and eight years' experience and education necessary to provide the required knowledge and abilities to perform the job.
4. Completion of a National Procurement Certification in Public Procurement is preferred.

Necessary Special Requirements:

Possession of a valid Oregon or Washington driver's license.

Working Conditions:

The Procurement Specialist works primarily indoors in an office environment. The work environment is often controlled and quiet but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases as well as sick, and distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to sit, stand, and walk for long periods of time. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion. Occasional attendance at meetings or other activities outside of normal working hours may be required.

Work Year: 260 Day Contract

Bargaining Unit: OSEA

FLSA Status: Non-exempt

Date Approved: April 15, 2022

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.