

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

PROCUREMENT COORDINATOR

POSITION: Procurement Coordinator

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Fiscal Services

NATURE OF WORK:

The Procurement Coordinator is responsible for the operations of the Purchasing Office within the Department of Fiscal Services of St. Mary's County Public Schools (SMCPS). This position manages a comprehensive purchasing program, develops commodity specifications, solicits all large purchases of equipment/supplies/services, and makes appropriate recommendations, all in accordance with Federal, State, and local laws and Board of Education policies and regulations.

ESSENTIAL FUNCTIONS:

This list is intended to be illustrative rather than complete and serves to reflect major duties and responsibilities and does not express or imply that these are the only duties to be performed by this position:

- Responsible for the supervision, daily operation, and coordination of the work performed within the Purchasing Office;
- Prepare and issue procurement opportunities via Maryland's online procurement system (eMaryland Marketplace);
- Receive and evaluate proposals and bids; award or recommend the award of contracts to the Board of Education
- Review purchase requisitions to ensure purchases of goods/services comply with all applicable laws and policies;
- Manage the school district's electronic purchasing workflow process;
- Respond to bid protests, solicitations, and Freedom of Information Act requests;
- Develop and maintain a professional network of contacts and participate in local procurement consortiums;
- Train and educate employees across the school district at all levels on the importance and procedures of procurement;
- Research contracts for opportunities to piggyback;
- Manage all major contracts and work with the appropriate staff to renew, cancel, modify or resolicit as needed;
- Take the lead and assist schools and departments with the development and submission of procurement requests; and
- Serve as the school district's technical public procurement expert to management.

DUTIES AND RESPONSIBILITIES:

- Develops programs and guidelines for the control of purchases and supervises the control systems;
- Coordinates the development of specifications for materials and equipment in cooperation with SMCPS departments;
- Researches new materials and equipment and evaluates their potential usefulness in cooperation with SMCPS departments in the school system;

- Finds sources of supply for materials and equipment and supervises the maintenance of vendor lists;
- Promotes standardization of purchases;
- Oversees the procedures for obtaining, evaluating, and accepting bids for materials and equipment;
- Communicates purchasing policies and procedures to personnel and interprets said policies and procedures as necessary;
- Establishes and applies standard contract clauses for use in contracts, solicitations, and purchase orders;
- Makes purchases within authorized limits and conditions;
- Schedules the timing of major purchases, in cooperation with the budget office;
- Administers contracts and price agreements for services and supplies;
- Reads, analyzes, and interprets general periodicals, professional journals, technical procedures, or governmental regulations;
- Writes reports, business correspondences, and procedure manuals;
- Works with and applies mathematical concepts;
- Defines problems, collects data, establishes facts, and draws valid conclusions;
- Prepares purchase forecasts and expense budgets for review and approval of proper authority; and
- Performs other related duties as assigned.

QUALIFICATIONS:

The qualification requirements listed below represent minimum levels of educational achievement, experience, training, skill, and/or ability necessary:

- Bachelor's degree from an accredited university or college;
- Master's degree preferred;
- A minimum of three (3) years of successful supervisory experience required at the school or system level or progressively responsible experience in the field of purchasing;
- Demonstrate excellent leadership and organizational skills and the ability to motivate people;
- Have excellent integrity and demonstrate good moral character and initiative;
- Ability to analyze, interpret, and apply concepts obtained from general business periodicals, professional journals, procedures, and governmental regulations;
- Strong analytical skills; ability to develop and apply complex mathematical calculations;
- Appropriately escalates issues when needed while being self-sufficient, working independently with limited supervision;
- Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, Board members, support staff, colleagues, and outside professional contacts; and
- Proficiency in the use of technology for individual and system management, communication, and research.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule— Range B.

BARGAINING UNIT ELIGIBILITY: SMASA

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