

**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:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Responsible for the supervision, daily operation, and coordination of the work performed within the Purchasing Office

- Manages the school district's electronic purchasing workflow process
- Prepares and issues procurement opportunities via Maryland's online procurement system (eMaryland Marketplace)
- Receives and evaluates proposals and bids; awards or recommends the award of contracts to the Board of Education
- Oversees the procedures for obtaining, evaluating, and accepting bids for materials and equipment
- Develops and maintains a professional network of contacts and participates in local procurement consortiums
- Reviews purchase requisitions to ensure purchases of goods/services comply with all applicable laws and policies
- 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
- Researches contracts for opportunities to piggyback
- Finds sources of supply for materials and equipment and supervises the maintenance of vendor lists
- Promotes standardization of purchases
- Trains and educates employees across the school district at all levels on the importance and procedures of procurement, and assists schools and departments with the development and submission of procurement requests
- 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
- Manages all major contracts and work with the appropriate staff to renew, cancel, modify, or resolicit as needed
- Serves as the school district's technical public procurement expert to management
- 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
- Responds to bid protests, solicitations, and Freedom of Information Act requests
- 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
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree
- Three (3) years of successful supervisory experience required at the school or system level or progressively responsible experience in the field of purchasing

Preferred:

- Master's degree

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025, 06.2025