



Job Title: Procurement Specialist III

Supervisor: Procurement Officer

Terms of Employment: 246 days

Job Summary:

- Assist the Procurement Officer in seeking the maximum educational value for each dollar expended.
- To purchase competitively without prejudice and to maintain a system of quality and integrity while assuring that all applicable State and Federal procurement guidelines. To be able to interpret the District and State Procurement Codes and apply to District solicitations.
- To assist Procurement Officer in soliciting bids and proposals for a range of critical products, services, consistent with policies, applicable laws, and best practices.

Essential Duties:

1. Coordinate with departments to develop and prepare bidding documents for the issuance of sealed bids, requests for proposals, and best value bids. Lead and manage solicitation evaluation teams. Recommend/approve awarding of contracts or purchase orders. Coordinate any negotiations which may be required to assure the most advantageous contract possible for the district.
2. Review, edit, and negotiate contract terms in accordance with district policy and established procedural requirements.
3. Oversee all facets of the bid process, including invitation to bid, openings, evaluation, tabulation, recommendation and contract execution upon approval.
4. Evaluate requests for purchases to determine appropriate procurement method. Solicit, analyze and evaluate quotations, bids and proposals.
5. Purchase by competitive bidding and negotiation items of supply, contracted services and equipment necessary for the operation of the school district.
6. Coordinate with departments on solicitations including bids, Requests for Proposals and equipment necessary for the operation of the school district.
7. Initiate contacts with vendors related to supply and equipment availability.
8. Study price trends and market conditions and keep informed on sources of supply and new product developments within the construction market.
9. Evaluate present contracts and determine more effective methods of procurement. Be responsible for initiating as many term contracts as possible whenever this option is most advantageous to the district. In addition, develop and enforce guidelines for purchasing from term contracts.
10. Perform cost analysis studies whenever possible to provide a more effective alternative to present procurement procedures.
11. Train and assist school/district personnel in the proper procedures and methods to be used for procurements such as small purchases, sole source items, state contract purchases, emergency purchases, term contract purchases, best value bids, etc.
12. Develop Requests for Proposals and/or Request for Qualifications which may be necessary to obtain services and/or equipment which is more effectively purchased under this method than a sealed invitation for bid method. Coordinate evaluation committee efforts (while serving on committee) and recommend award of contracts based on the evaluation committee's efforts.



13. Constantly seeking to provide new and effective means of seeking the most advantageous contracts for the district in providing optimal quality for funds available and expended. This included involvement in ongoing professional development programs, research of market trends, and conditions, cost comparisons and analysis of present inventory as well as available products, development and maintenance of qualified products lists, search for new sources of supply, etc.
14. Assesses the district's insurance needs, plans appropriate strategies to meet those needs and affects the purchase of appropriate insurance policies.
15. Perform other tasks and assumes such other responsibilities that may be assigned.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Chief Financial Officer and Procurement Officer.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor's Degree from an accredited college or university preferably with a major in business administration, procurement/construction, contract management, or closely related field; or an Associate Degree in Business with additional equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities such as classes offered through Procurement related Organization.
2. Four (4) years responsible recent experience in a governmental procurement environment such as a school district, college or technical college.
3. Preferred NIGP-CPP, CPPB, CPPO and/or CPM national certification through NIGP. Must obtain NIGP certification within three (3) years of hire.
4. Experience in the design and development of solicitations and/or requests for proposals with different departments within the organization.
5. Demonstrate a working knowledge of governmental procurement guidelines.
6. Such alternatives to the above as the Board may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:



- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 112

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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