JOB DESCRIPTION

POSITION TITLE: Director, Procurement Services

DIVISION: Operational Support

DEPARTMENT: Business Services

REPORTS TO: Sr. Executive Director, Business Services

FLSA: Exempt

SALARY SCHEDULE: Professional/Supervisory Support

PAY GRADE: Rank A (NK01)

PAY FREQUENCY: Monthly

WORK DAYS: 238

EMPLOYEE NAME: ___________________________

Revised: 5/95; 2/97; 1/98; 3/03; 6/04; 9/04; 3/10, 4/12, 10/12; 7/15; 6/18

JOB DESCRIPTION

PRIMARY FUNCTION: Directs all procurement functions for the District including purchasing of goods and services, warehouse operations, and records center

REQUIREMENTS:

1. Educational Level: Bachelor Degree in Business Administration or related field required

2. Certification/License Required: Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM, or equivalent certification (CPPB, APP, CPSM, CPP

3. Experience: 8 years progressively responsible procurement related experience, prior supervisory experience required

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities

5. Knowledge, Skills, & Abilities: Written and oral communication; planning, management, leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Supervises the overall activity of procurement in a sound, progressive, and ethical manner including: hires, supervises, and evaluates staff for procurement, records center and warehouse operations; develops and implements policies and procedures to increase operational effectiveness; prepares, administers, and monitors the budgets; manages staff assignments; plans and implements long-range goals and objectives and monitors progress of these goals; prepares and analyzes reports to measure supplier performance and accountability, cost, and market analyses for submission to the Board and Administration.

3. Keeps abreast of federal and state laws and policies relating to procurement; establishes procedures to assure required compliance of these laws and policies, as well as board policy and administrative rules; evaluates potential legal ramifications associated with procurement activities and request legal opinions when necessary.

4. Projects a positive image that supports the mission of the School District while serving as a representative to manufacturers, suppliers, and others.

5. Attends Board of Education meetings to assist the CFO in providing information regarding procurement.

6. Provides training on Procurement topics to CCSD staff and suppliers.

7. Communicates and collaborates with other governmental agencies and political subdivisions; promotes cooperative purchasing.

8. Directs disposition of all surplus property in a manner most economically feasible to the School District.

9. Seeks out and participates in professional development programs and promotes on-going professional training for purchasing staff.

10. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________