

## Job Description

**Job Title:** Coordinator II

**Supervisor:** Purchasing Agent (Director II  
Purchasing & Material Management)

**Position Code:** 1E15, AE15

**Pay Grade:** 42

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

The position is responsible for procurement, negotiations, contract development and contract administration of school division architectural and engineering (A&E) services, other professional services as defined by the VPPA, construction projects, and for coordination of complex procurements for services/goods. This position is also responsible for providing guidance and direction to Buyers in solicitation development and in the solicitation/selection process. Position serves as a lead staff member within the Purchasing Department.

### Essential Duties

1. Coordinates and directs procurement processes, teams, meetings, supplier education, and contract administration for high dollar, complex procurements within the division (i.e. construction, A&E services, HR employee benefits, insurance programs, telecommunications, Superintendent Office purchase requests and other high level, high visibility procurements) in accordance with State and Federal law and School Board policy.
2. Ensures vendor compliance with procurement and procurement-related law/regulations and addresses irregularities and/or violations appropriately.
3. Plans and directs the department operations including monitoring of the workload to ensure timely processing and balanced assignments.
4. Provides mentoring, and training to Purchasing staff based on independent interpretation of the School Board Policy, the VPPA, and other related law.
5. Reviews and revises, as necessary, complex technical documents such as construction & A&E project manuals, project milestone charts, construction schedules and drawings, and industry-standard contracts and agreements; develops working procedures for specification writing and construction-related procurements for Buyers and staff in other departments; provides guidance and assistance to departments in contract administration of all construction-related contracts for NNPS.
6. Provides procurement guidance and direction to principals and department heads.
7. Develops scope of work and performance requirements for division-wide solicitations; determines evaluation methodologies, negotiation strategies, and pricing structures for all aspects of solicitations and contract formulation. Establishes representative interdisciplinary teams from within the division to ensure user-friendly, efficient, effective contracts for goods/services required.
8. Conducts analysis of vendor cost/price proposals and construction schedules of values; negotiates change order proposals; performs assessment of CPI/PPI adjustments and division-wide cost analysis of operations for services requested; conducts best-value analysis, life cycle cost analysis, and lease/purchase analysis.
9. Conducts research and analysis on division-wide requirements to ensure strategic, long term division-wide goals and objectives are addressed in the procurement process to maximize benefits to the division including reduction of direct as well as indirect costs and enhanced operational efficiencies.
10. Reviews, approves, and signs contracts/purchase orders on behalf of the Purchasing Agent; oversees the operation of the Purchasing Department in the absence of the Purchasing Agent.
11. Addresses personnel issues including counseling, development of work improvement plans and coordinates disciplinary actions with Human Resources staff as necessary.
12. Oversees and tracks Purchasing Department data related to formal procurements, including cost savings and avoidance, for review and approval by the Purchasing Agent for division reporting purposes.
13. Serves as the liaison to seek legal counsel and risk management consultation for the department on an as needed basis.
14. Utilizes strong oral and written communication skills for dissemination of procurement and contract information to the division and supplier community.
15. Models nondiscriminatory practices in all activities.

**Other Duties**

1. Performs any other related duties as assigned by the Purchasing Agent.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications**

Bachelor’s degree in business, public administration, materials management, or related field. Certified Professional Public Buyer (CPPB) or related certification preferred. Eight years experience in governmental purchasing, with a minimum of two years in a major governmental purchasing environment working with complex, long-term services and construction contracts. Demonstrated knowledge of purchasing concepts, techniques and principles. Demonstrated knowledge of complex contract language, terms and conditions. Demonstrated knowledge of negotiations, RFP, RFQ, ITB, bonding and insurance requirements. Ability to read, comprehend, and interpret legislation, policies, procedures, regulations, and documents. Demonstrated ability to identify, select, and negotiate with contractors, vendors, and consultants. Skilled in the use of personal computers and associated word processing, spread sheet and database software. Ability to communicate effectively both orally and in writing. Ability to make sound recommendations and decisions.

**Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; to bend, stoop, walk and reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Purchasing Agent (Director II, Purchasing & Material Management)

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Contract Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor I or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:** \_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

\_\_\_\_\_  
Employee Name (Print) Signature Date