

## Job Description

**Job Title:** Supervisor of Procurement  
**Job Classification:** Exempt

**Supervisor:** Director of Procurement  
**Pay Grade:** 44  
**Contract Length:** 245 Days

### Job Summary

The position is responsible for assisting the Director of Procurement in the supervision of the division's procurement functions to include providing oversight and management of procurement staff. The position ensures properly balanced workloads for procurement staff as well as timely processing of procurement requests. The Supervisor of Procurement provides guidance, assistance, and training to procurement staff in the preparation of Requests for Quotation (RFQ), Invitations for Bid (IFB), Requests for Proposal (RFP), and in the contract process. The position provides oversight in the development of contract language, technical specifications, evaluation techniques, selection of vendors/contractors, negotiation strategies, and pricing structures for all aspects of solicitations and contract formulation. This position also serves as the Procurement Card (P-Card) Program Manager ensuring proper level of internal controls and financial oversight of P-Card purchases and administration.

### Essential Duties

1. Administers the division's procurement function, providing oversight and management of procurement staff workloads to ensure balance within area of expertise. Ensures timely processing of procurement requests in accordance with state and federal law and School Board policy.
2. Supervises and provides guidance, assistance, and training to procurement staff in the preparation of Requests for Quotation (RFQ), Invitations for Bid (IFB), Requests for Proposal (RFP), and in the contract process including mentoring the development of contract language, technical specifications, evaluation techniques and selection of vendors/contractors.
3. Coordinates and directs procurement processes, teams, meetings, supplier education, and contract administration for high dollar, complex procurements within the division including software, hardware, and other high level, high visibility procurements in accordance with state and federal law and School Board policy.
4. Conducts pre-bid/proposal conferences with potential contractors; officially receives records of bids and proposals, coordinates entire procurement process through award.
5. Reviews as necessary, complex technical documents such as software license agreements complex technical hardware purchase, maintenance and support contracts, etc., develops working procedures for operational and day-to-day procurement activities for procurement staff and staff in other departments; provides guidance and assistance to departments in contract administration.
6. Determines evaluation methodologies. Facilitates offeror evaluation committees, negotiation strategies, and pricing structures for all aspects of the procurement process. Establishes representative interdisciplinary teams from within the division to ensure user-friendly, efficient and effective contracts for non-professional goods and services, professional services and construction as required.
7. 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.
8. Conducts research and analysis on division requirements received from schools/departments to ensure strategic, long term division-wide goals and objectives are addressed in the procurement process to maximize benefits to the division.
9. Reviews, approves, and signs contracts/purchase orders in the absence of the Director of Procurement and as otherwise directed by the Director of Procurement; oversees the day-today operation of clerical and procurement staff.
10. Evaluates applications for employment in the Procurement Department, participates in the selection process, and provides staffing recommendations to Director of Procurement.
11. Establishes and maintains relationships with prospective bidders and offerors to obtain clarification and technical knowledge of goods and services offered and to stay abreast of market conditions affecting NNPS requirements or potential requirements.
12. Resolves disputes and exercises analytical and sound judgement to mitigate and solve incurred problems.
13. Serves as P-Card Manager for the division's procurement/purchase card program.

14. Reviews transactions of delegated authority granted to end-user departments for compliance. Approves requisitions and ensures all procurements are processed in accordance with School Board policy and any applicable state/federal laws.
15. Provides procurement oversight and purchasing training to departments.
16. Prepares reports and formal correspondence.
17. Develops, recommends, and maintains public contracting policies and procedures; and updates solicitation formats to comply with changes in government procurement laws, regulations and/or policies.
18. Utilizes strong oral and written communication skills for dissemination of procurement and contract information to the division and supplier community.
19. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Director of Procurement or other appropriate administrators.

### **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**

Must possess a Bachelor's degree in business, public administration, or a related field and at least five (5) years of progressively responsible experience in a governmental purchasing environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess experience in preparing/processing government RFP's, RFQ's, and IFB's. CPPB, CPPO, VCO, or similar certification required. Must possess considerable knowledge of governmental procurement law; and the ability to analyze/interpret legislation, policies, procedures, and procurement documents. Must possess considerable knowledge of, and the ability to practically apply, governmental purchasing concepts, techniques, and principles to include "best practice" control and monitoring techniques, complex contract provisions, basic terms & conditions as well as commodity specific terms & conditions, and bonding/insurance requirements. Must possess a demonstrated ability to identify, select, and negotiate with contractors, vendors, and consultants. Must possess the ability to make sound purchasing recommendations/decisions supported by legally defensible justification/substantiation. Demonstrated ability to lead, supervise, train and evaluate the work of others required. Ability to apply broad computer technology in a wide array of purchasing functions. Must possess excellent communication, analytical, negotiation, and interpersonal skills. Demonstrated ability to successfully handle conflicts and pressures associated with meeting deadlines, negotiating contracts, and administering contracts and managing contractor nonperformance issues. Must possess the ability to establish/maintain effective working relationships with the vendor community, school division personnel, and the general public.

### **Working Conditions & Physical Requirements**

Must have the ability to sit and stand 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:** Senior Procurement Specialist, Procurement Specialist, Procurement Technician

**Supervision Received:** Director of Procurement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Procurement will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Procurement 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

06/2022 CR