

Job Description

Job Title: Assistant Procurement Specialist

Supervisor: Director of Procurement

Position Code:

Pay Grade: 28

Job Classification: Non - Exempt

Contract Length: 245 Days

Job Summary

The Assistant Procurement Specialist role conducts a variety of procurement activities that may include the purchase of goods and services; contracting; material handling services; and order expedition from vendors to users. Duties range from routine to those that are varied and of moderate difficulty and include analyzing documents and resolving vendor and department/school complaints. The role may also require all relevant and necessary certifications including but not limited to Virginia Contracting Officer (VCO), CPPB, or similar certifications.

Essential Duties

1. Ensures compliance with federal and state procurement law, school division policies and procedures, state and federal antitrust law, the Uniform Commercial Code, other procurement-related law.
2. Promotes efficient, cost-effective business practices in establishing contracts and ensures compliance with sound business practices.
3. Provides guidance and direction to departments/schools regarding solicitation specifications/requirements, legal provisions, ethical issues, management of vendor performance, and contract interpretation/administration; ensures the integrity of the government procurement process is upheld.
4. Develops routine to varied moderately difficult technical/complex specifications, special instructions/conditions, and requirements for RFQ and IFB solicitations; evaluates quotes/bids and recommends award of contracts to the lowest responsive and responsible bidder.
5. With assistance, develops scope of work and requirements for RFPs in conjunction with departments/schools; establishes evaluation methodologies; determines pricing structures and negotiation strategies for competitive negotiations.
6. With assistance, chairs RFP evaluation committees; facilitates committee sessions; evaluates proposals; conducts competitive negotiation sessions; recommends contract award to the most qualified offeror; prepares/reviews legal contract verbiage/document.
7. Conducts pre-bid and pre-proposal conferences with prospective bidders and offerors; prepares/issues written addenda as required.
8. Serves as a liaison between the school division and prospective bidders/offerors and vendors. Interviews vendors to maintain technical knowledge of goods/services and to stay abreast of product developments/market conditions.
9. Monitors vendor performance and initiates corrective action within legal parameters of contractual provisions as necessary; assesses nonperformance situations and initiates contractual default/breach proceedings as required.
10. With assistance, formulates and presents determinations/findings based on sufficient substantiation/justification to withstand legal scrutiny of procurement decisions/actions.
11. With assistance, prepares reports and formal correspondence.
12. Recommends and assists in development and maintenance of public contracting policies/procedures; updates solicitation formats to comply with changes in government procurement laws, regulations and/or policies.
13. 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

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 college degree in business, public administration, or a related field and considerable related 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 RFQ's, and IFB's. 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, and bonding/insurance requirements. Must possess a demonstrated ability to identify, select, and negotiate with vendors/contractors. Must possess the ability to make sound purchasing recommendations/decisions and prepare supporting substantiation/justification. Must possess skills in the operation and use of microcomputer applications to include word processing, spreadsheet, and database software. Must possess excellent communication, analytical, negotiation, and interpersonal skills. Must possess the ability to establish/maintain effective working relationships with vendors, school division personnel, and the general public. Ability to obtain CPPB, VCO, or similar certification within 36 months of hire date.

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: None

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 Assistant Procurement Specialist 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date