

## **Vail School District Job Description**

**Job Title: Procurement Specialist**

**Department:** Business Support Services

**Reports To:** Director of Finance

**FLSA Status:** Non-Exempt

**Level:** 10

**Revised:** 11/18/2014

### **SUMMARY**

Procures materials, equipment and professional service to meet district needs in accordance with district and regulatory agency standards and policies and to ensure compliance to the Uniform System of Financial Reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, are non-exhaustive and may be supplemented; other duties may be assigned. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Analyzes the need for procurement and determine the appropriate procurement process, scope of services and the appropriate contract terms and conditions. Verifies nomenclature and specifications of purchase requests. Assemble data for analysis and/or forecasting procurement.

Coordinates the bid/request for proposal (RFP) process to include researching vendors, interviewing suppliers, and consulting catalogs to obtain pricing and specifications. Prepare detailed bid/RFP specification packages and preparing award recommendations and proposal problem resolutions for the director.

Conducts bid/RFP openings and provides the public with bid/RFP information. Analyze bids/RFPs and abstracts to select or recommend vendor according to established guidelines.

Advises director of procurement issues.

Maintains contracts for the purpose of ensuring ongoing availability of goods/services per the contract and adherence to contract terms and conditions.

Maintains automated vendor database for the purpose of ensuring the ability to issue bid announcements to appropriate sources.

Reviews purchase requisitions and vendor selection to ensure proper purchasing procedures have been followed. Assures the correct account coding is assigned to each purchase. Select a more cost-effective vendor if appropriate. Inform department or site of change in vendor.

Prepares disposal of assets bids and negotiate for surplus and donated materials.

Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories as necessary.

Reviews out-of-state vendor files (e.g. annually) for the purpose of ensuring certificate of authority for collection of taxes issued by the Arizona Department of Revenue is on file, and requesting copy as needed.

Prepares or assists in preparing any reports or returns, including 1099's required by State or Federal agencies.

Compiles and provides all necessary reports documents as requested for audit purposes.

Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Expedites delivery of goods to users.

Serves on committees, projects as requested.

Attends trainings as requested for professional development. Provides in-service trainings or workshops for district staff, as needed.

### **CONTROL OR SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree, (GED). Two (2) years buying/procurement experience, preferably in the public sector. Knowledge of principles and practices of competitive procurement and warehousing or shipping and receiving preferred. Any equivalent combination of related experience and/or training; or equivalent combination of education and experience may be acceptable at the discretion of the Chief Administrative Officer.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Proficient computer and typing skills are required.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

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### **CERTIFICATED, LICENSES, REGISTRATIONS**

None

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time.

### **WORK ENVIRONMENT**

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.