

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/19	<b>Procurement &amp; Contract Specialist 2</b>	2.5.19
Effective Date	Job Title	Index

### **PURPOSE**

To perform complex, non-routine purchasing and contract work, including managing large contracts and price agreements while ensuring that district departments are compliant with statutes and rules.

### **SUPERVISION RECEIVED AND EXERCISED**

Works under the direction of the manager with little assistance from lower staff. Assists higher levels as requested by the manager. The manager will review work methods, standards and guidelines and provide feedback. Employee is expected to need little supervision.

### **RELATIONSHIP WITH OTHERS**

Regular telephone, written electronic and personal contact with suppliers to place orders, conduct solicitations and resolve issues. Regular contact with District employees to discuss needs, communicate outcomes, and assist with issue resolution.

### **ESSENTIAL FUNCTIONS OF THE JOB – May include, but are not limited to the following:**

Responsible for the establishment and management of major price agreements in support of District functions.

Reviews requests for procurement or contracts and processes them in accordance with statute, agency policy, and rules.

Compares cost, quality and availability, consults with customer to ensure suitability

Identifies most economical means of procurement and delivery

Prepares bids and requests for proposals as needed to accomplish work.

Prepares purchase orders and contracts, and tracks supplier performance to ensure proper and timely delivery of goods and services.

Serves as liaison between suppliers and District staff when managing price agreements, solicitations and processing orders.

Investigates issues, works with supplier and customer to ensure timely resolution.

Provides support to higher level positions as well as mentoring lower level positions.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Journeyman level knowledge of:

Procurement and contracting processes

Mathematics such as addition, subtraction, multiplication, division, and calculating percentages.

Structure and content of the English language, including meaning and spelling of words, rules of composition and grammar

Administrative and clerical procedures and systems such as work processing and data storage systems, filing and records management systems, and typical office procedures and terminology.

Techniques and strategies for conducting comparative analysis to maximize cost reductions and savings for District customers

Basic contract negotiation techniques and procedures

**Ability to:**

Active listening

Critical thinking, analysis of information

Ability to compare options to measure efficacy of options

Time management, prioritization

Research and compile data

Interpersonal communication

Record Keeping

**EXPERIENCE AND TRAINING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

A minimum of three years' experience in purchasing and contract management preferred. Bachelor's degree preferred.

**WORK ENVIRONMENT:**

Climate controlled office setting with exposure to minimal to moderate noise intensity levels. Moderate to high level of contact with district personnel and outside agencies and community.

**PHYSICAL REQUIREMENTS:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.