

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/19	PROCUREMENT & CONTRACT SPECIALIST 3	2.5.18
Effective Date	Job Title	Index

PURPOSE

Serves as assistant manager for the department. Works at the highest level, on most complex projects. Is expected to provide training, support, and oversight of programs such as procurement card, cooperative purchasing, Amazon ordering. Provides for employee to perform buying for the most complex large procurements. The employee will work with little supervision, checking in with manager when necessary to ensure compliance.

CLASS CHARACTERISTICS

Employee does complex, non-routine purchasing or contracting work. Employee chooses from clearly recognizable alternatives and works within written guidelines. Work is somewhat varied and will include new situations requiring analysis and selection of most appropriate process.

SUPERVISION RECEIVED AND EXERCISED

The employee works under the direction of the manager and is assisted by lower level staff to provide training opportunity. Manager will review on work methods, standards and guidelines, and provide feedback. Employee is expected to need little supervision.

RELATIONSHIPS WITH OTHERS

The employee has regular telephone, written, electronic and personal contact with suppliers to place orders, request quotations, and solve problems. The employee will also have regular contact with District employees to discuss needs, communicate the results of quotes, and assist with issue resolution if problems occur with the order.

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

Responsible for developing, delivering, and monitoring card administration, contract management, and account administration (OD, Amazon, etc.) training.

Reviews purchasing requests and processes them in accordance with state statute, agency policy, and rule.

Researches sources of supplies and services.

Compares cost, quality, and availability.

Identifies most economical order quantity and means of delivery.

Evaluates proper purchasing methods.

Prepares purchase orders and obtains limited quotes for items falling into the small or medium procurement range (as identified by District policy).

Review results and confers with customers to ensure suitability of orders.

Makes award for purchases.

Prepares purchase orders, monitors delivery and/or cancellation of orders when needed, and negotiates returns and replacements with suppliers.

Other duties as assigned.

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.

Ability to:

Active listening

Critical thinking, analysis of information

Ability to compare and contrast options to measure efficacy of options

Time management, prioritization

Research and compile data

Interpersonal communication - Communicate clearly and concisely, both orally and in writing.

Record Keeping

Experience and Training

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 depending on work location. Moderate to high level of contact with district personnel and outside agencies/community depending on job assignment.

PHYSICAL REQUIRMENTS:

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 move objects.

Salem-Keizer School District is an equal opportunity employer.

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I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____