

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Procurement Officer

Dept: Business Affairs

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: August 2018

Reports To: Purchasing Director

Purpose of Job

The purpose of this job is to perform skilled work in the procurement of a variety of materials, equipment, supplies, and services in accordance with prescribed purchasing regulations and procedures for the school system; to coordinate documentation covering contractual obligations between the School System and various vendors, contractors, and service providers; and to provide support to the Purchasing Director. Duties and responsibilities include developing bid/RFP documents for all biddable items; distributing bid/RFP documents to vendors; evaluating incoming bids; facilitating RFP evaluation team meetings; making purchase recommendations; maintaining contract files; and maintaining procurement card files.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives and reviews written specifications submitted by schools and departments for materials, supplies, equipment, or services exceeding \$25,000.00 to secure formal bids.

Researches and develops specifications on biddable items; conducts formal bid openings; distributes bid documents to vendors.

Works with and trains staff to develop bid specifications meeting accepted procurement and contracting standards.

Works with the Purchasing Director in reviewing the floor plans for new construction and determines the necessary furniture and equipment needed for a new facility.

Works with administration and staff on small equipment and supplies needed, secures quotes or pricing, and places orders through the MUNIS software system. Assists in the selection of colors, finishes and fabrics.

Secures informal bids by telephone or in writing for materials, supplies, equipment, or services costing from \$1,000.00 to \$25,000.00.

Analyzes returned bids; evaluates product samples to determine quality; determines lowest and/or best bids based on quality and price; maintains file of bid documents.

Prepares bid tabulations and recommendations for review by supervisor.

Facilitates the RFP process, including distribution of RFP documents to vendors, receipt of proposals, facilitating the evaluation team meetings, communication between the vendors and the evaluation team, and preparing contract documents for award.

In absence of Purchasing Director, reviews all purchase requisitions for correctness and budget appropriateness; makes recommendation for approval/disapproval.

Processes approved purchase orders; sends to vendor, and distributes copies to appropriate department(s).

Establishes and maintains contract files, including, but not limited to, signed contracts, renewals, bonds, and insurance certificates.

Maintains ongoing communications with vendors to identify product availability, convey bid information, confirm delivery timetables, and address other related issues. Maintains filing system of current vendor catalogs.

Maintains current records of vendors/addresses, prices and specifications.

Maintains listing of all vendors. Consists of securing W-9 information; issuing vendor number(s); updating vendor information; and maintaining W-9 files.

Assists vendors seeking to do business with the school system to register with the school system for the commodities they provide.

Responds to requests for information or assistance from officials, members of the staff, vendors, the public or other individuals.

Serve as district procurement card program administrator, issuing and canceling cards as necessary, sending monthly statements, and working with all district card holders and the bank to resolve various issues and requests

Monitors open purchase order report monthly and follows up on aging purchase orders. Coordinates with the Accountant to close or reopen purchase orders.

Works with officials from other government agencies, as directed, to develop cooperative bid or RFP opportunities.

Composes, prepares, and/or generates routine correspondence, bid documents, letters, etc. via computer. Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Consults with Purchasing Director concerning problems with existing software applications and enhancements to enable the procurement operations to work more efficiently.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates Degree in Business Administration or related field; supplemented by three (3) years of job related experience; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted. A Bachelor's Degree may be substituted for up to two (2) years of the required experience. Proficiency in Microsoft Word and Excel are required. Requires a valid Motor Vehicle Operators License.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Business Office practices as they pertain to the performance of duties relating to the job of Procurement Officer. Has general knowledge of Business Office practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active daily work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Schools Procurement Officer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Schools Purchasing Agent.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Schools Procurement Officer.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date

