

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

Job Title: Procurement Specialist

Department: Business Affairs

Grade: K
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: March 2023

Reports To: Purchasing Director

Purpose of Job

Performs professional work of advanced difficulty in the technical functions of the procurement activities of the school system, including purchasing and contract administration. This position is responsible for the procurement of construction, supplies, and professional services that are to be conducted in accordance with applicable federal, state, and local laws, ordinances, rules, and regulations. Direction is received from the Purchasing Director.

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.

This position is responsible for procuring or coordinating the procurement of architectural and engineering services, construction, supplies and services required by various departments and schools in accordance with all applicable federal, state, and local laws, policies, and procedures.

Prepare highly technical and complex specifications, contracts, and solicitation documents, including all related research and value analysis.

Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations, and requests for statements of qualifications.

Review grant or funding requirements and prepares bids to ensure compliance with grant and federal funding terms and conditions.

Conduct pre-bid and pre-proposal conferences.

Facilitate 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.

Research and develop specifications on biddable items; conduct formal bid openings; distribute bid documents to vendors.

Recommend to the requesting department the lowest responsive, responsible bidder on IFB's, most advantageous offer on RFP's, and most qualified for architects/engineers.

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

Confer with departments regarding requirements, specifications, quantity, quality, and delivery. Recommend alternatives that may result in greater value.

Confer with consultants, contractors, and suppliers in order to acquaint them with procurement policies and procedures and to obtain information or required products and services.

Negotiate with consultants and contractors regarding specifications, scope of work, prices, terms and conditions.

Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions, compliance with grant requirements, negotiation of contract amendments, extensions and change orders. Analyze cost and price data from vendors. Perform contract audits when required.

Assist staff in establishing accounts with vendors on new contracts.

Assist staff with resolution of problems related to contracts, vendors, orders, ordering processes, procurement cards, requisition entry, and purchase order distribution.

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

Review contracts, purchase orders, change orders, and other documents for recommendation of approval by the delegated authority.

Maintain the integrity of the public procurement process.

Provide guidance and assistance to other employees, as required.

Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.

Engage in procurement planning with client departments. Routinely meet and communicate with client departments in order to identify and provide high quality service to meet client service delivery requirements on a timely basis. Provide accurate, complete and up-to-date information in a courteous, efficient, and timely manner.

Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.

Maintain individual workload statistics.

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

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

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

Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence, and related follow-up.

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

Work with administration and staff on small equipment and supplies needed, secure quotes or pricing, and place orders through the MUNIS software system. Assist in the selection of colors, finishes and fabrics.

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

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

In absence of Procurement Officer, assist with procurement card program administration, issuing and canceling cards as necessary, sending monthly statements, and working with district card holders and the bank to resolve various issues and requests.

Compose, prepare, and/or generate routine correspondence, bid documents, letters, etc. via computer. Use knowledge of various software programs to operate a computer in an effective and efficient manner.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Business or Public 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. Proficiency in Microsoft Word and Excel are required. Requires a valid Motor Vehicle Operators License.

KNOWLEDGE OF JOB

Has good knowledge of business practices related to purchasing. Has good knowledge of contract documents, solicitation methods, and contract administration related to procurement. Has good knowledge of laws, policies, and procedures governing public procurement. 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 Specialist. 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 with 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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 10 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

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