**Chesapeake Public Schools**

**JOB DESCRIPTION**

 

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**DIRECTOR OF PURCHASING**

**Department:** Purchasing

**Pay Grade:** A700

**FLSA Status:**  Exempt

**GENERAL PURPOSE**

This position performs difficult professional and administrative work supervising the procurement of services, goods, materials, supplies, and equipment for the school division. Supervision is exercised over buyers, and technical and clerical staff engaged in procurement activities.

**ESSENTIAL JOB FUNCTIONS**

* Procure or supervise the procurement of all goods, supplies and services needed, in accordance with all applicable federal, state and local laws, policies and procedures.
* Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value procurements.
* Develop and maintain working relationships with suppliers.
* Ensure supplier compliance with procurement procedures and procurement-related laws, regulations, and appropriately address irregularities and violations.
* Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of equipment, supplies, and services.
* Establish standard clauses for use in contracts, solicitations, and purchase orders.
* Prepare, issue, and maintain solicitation documents and other records.
* Provide guidance and direction to staff in preparation of solicitations and development of contracts in accordance with procurement policy and regulations.
* Receive and evaluate proposals and bids. Help select review committee members; facilitate supplier interviews.
* Conduct negotiations with suppliers on proposals, contracts and contract claims.
* Award and make recommendations to the School Board for the award of contracts.
* Prepare or supervise the preparation of contractual documents with suppliers.
* Review and execute purchase orders, contract change orders and other documents within delegated authority.
* Assess proposed and adopted legislation to establish impacts on the school division, while ensuring that procurement practices remain in compliance with laws, regulations, and policies.
* Respond to telephone calls, correspondence and verbal requests regarding legal matters associated with the purchasing function on behalf of the school division.
* Make determinations with respect to bid protests or contract claims.
* Suspend or debar suppliers for cause from consideration of award of contracts.
* Continuously review policies and procedures governing procurement in order to improve upon and standardize the processes.
* Effectively communicate purchasing policies and procedures to personnel and interpret said policies and procedures as necessary.
* Formulate, in conjunction with end users, short-term and long-term strategic procurement plans in order to maximize buying power and minimize inefficiencies.
* Establish and conduct procurement training for employees in the procedures and techniques required in the performance of their duties.
* Ensure that ongoing technical support is provided to staff engaged in procurement activities.
* Assist executive management by providing procurement expertise and guidance.
* Select, supervise and evaluate subordinate staff; exercise authority for department personnel actions consistent with established personnel rules, and all other applicable rules and regulations.
* Delegate authority and assign work to subordinate staff commensurate with their qualifications and existing workload. Review the work of staff to ensure compliance with applicable laws, policies and procedures.
* Oversee invoice payment vouchering; ensure that invoices are verified against purchase orders, documents are checked for accuracy, and appropriate discounts are taken.
* Oversee the online auction portion of the school division's surplus asset disposal process, to ensure the separation of duties.
* Attend School Board meetings to respond to questions regarding award recommendations.
* Develop, recommend and monitor the departmental budget.
* Collaborate with external auditors during annual review.
* Perform other related duties as required/assigned to ensure the accomplishment of the strategic priorities of the school division.

**MINIMUM QUALIFICATIONS**

* Any combination of education and experience equivalent to graduation from an accredited college or university with a Master’s Degree in Business or Public Administration, Purchasing, Business Law, Finance, or a related field.
* A minimum of 5 years’ progressive experience in public purchasing and contracting, including supervisory responsibilities, for a variety of services, supplies, materials, and equipment.
* Certification by a nationally recognized professional purchasing organization, such as the Certified Public Purchasing Officer (CPPO) or the Certified Professional Public Buyer (CPPB).
* Possession of or ability to acquire appropriate license(s), certificate(s), and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Comprehensive knowledge of laws, policies, and procedures governing public procurement.
* Comprehensive knowledge of governmental operations, basic legal foundations, basic government accounting principles, proper internal controls, fiscal and budgetary processes, strategic planning, analytical techniques, and risk management.
* Knowledge of information system technologies which enhance business practices.
* Ability to analyze school division requirements, interpret market prices and trends, and apply interpretations to procurement decisions.
* Ability to negotiate, and write clear and concise contracts for services, construction, equipment, and supplies.
* Ability to effectively coordinate, manage, problem solve, strategize, schedule, analyze, and plan multiple projects and time pressures to meet required schedules.
* Ability to use appropriate judgment in making recommendations to award contracts impartially and objectively.
* Ability to provide leadership and direction to office staff, clearly defining objectives required to accomplish department responsibilities.
* Ability to establish and maintain effective working relationships with key internal and external stakeholders.
* Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear and concise manner.
* Skill in using office automation software such as Microsoft Office and Outlook, automated procurement systems, and e-commerce.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

* Work environment is primarily inside, where the noise and temperature levels are moderate; the worker is not subject to adverse environmental conditions.
* This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; some light work requires the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects;
* Work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.