

Danville City School District Procurement Analyst (725)

JOB POSTING

Job Details

Posting ID

725

Title

Procurement Analyst

Description

GENERAL DEFINITION OF WORK

Direct, control, and coordinate the procurement function of Danville Public Schools, and responsible for assisting with the procurement of all goods, services, construction and professional services in accordance with City, state, and federal procurement laws, policies and procedures; and coordinate dispersal of surplus.

ESSENTIAL FUNCTIONS

In unison and collaboration with the Chief Financial Officer, the Procurement Analyst is responsible for the following:

- Prepares appropriate documents for the purchase of materials, supplies, equipment, and service contracts according to applicable laws, rules, procedures and regulations of the Virginia Public Procurement Act and the Danville Public School System.
- Reviews and verifies purchase requisitions to ensure that appropriate budget codes and acquisition procedures are followed.
- Monitors internal procedures to ensure compliance with State, local, and organizational procedures; assists in evaluating internal procedures to ensure compliance with organizational goals and objectives and the best value is received from expenditure of taxpayer dollars.
- Ensures furniture and equipment standards are met for safety and instructional purposes.
- Provides information and assistance to schools and department employees regarding costs, descriptions, and availability of items meeting their specifications.
- Assists in resolving problems and issues associated with vendors from the initial purchase order phase to final payment of invoice (e.g. investigation of complaints regarding shortages, receipt of incorrect or damaged materials, supplies and equipment; obtaining credits for shortages, etc.).
- Review specifications for item(s) requiring quotes/bidding. Assist in preparing requests for Proposals (RFP) for the district, reviewing/revising these documents to ensure compliance with State and Federal guidelines. Conduct proposal openings and assist departments with evaluation of vendors, cost, availability, quality of products, etc.
- Establish and administer P-Card process.
- Contract administration.

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE

- Knowledge of the principles, theories and methodology of purchasing and the school system’s budgetary and financial process.
- Knowledge of the effect of federal, state, and city laws and regulations on the School System’s purchasing system and procedures.

SKILLS

- Communicating purchasing information and instructions
- Preparing complex, highly technical detailed specification
- Analyzing bids and proposals.
- Negotiating.
- Making policy interpretations.
- Public speaking and presentations

Abilities

- Ability to plan, organize, and administer the responsibility of a school system purchasing office.
- Ability to maintain a good working relationship with all agencies of Danville Public Schools.
- Ability to handle stress under heavy workloads.
- Ability to prepare and present reports.

EDUCATION AND EXPERIENCE

- Minimum: Bachelor’s Degree in Accounting, Finance or related field
- Minimum: Five years of experience in procurement
- Desirable: Three or more years in public school or governmental accounting and finance

ADDITIONAL REQUIREMENTS

- Valid driver’s license.
- Prefer current relevant certification (e.g. CPPB, CPPO, VCO, VCA)

Job Type: Full-time

Shift Type
Salary Code
External Job Application
Location
Minimum Qualifications Screening

Full-Time
Per Hour
Classified
Central Office

Salary Range
Job Category
Internal Job Application
Posting Status

\$24.11 to \$38.57
Classified
Classified
Active

Job Application Timeframes

Internal Start Date
Internal End Date

General Start Date **03/15/2023**
General End Date

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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