



# Loudoun County

## PUBLIC SCHOOLS

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## Specialist III, Procurement

**Pay Scale:** Classified

**Level:** 16

**FLSA status:** Exempt

**Months/Days/Hours:** 12 months, 254 days, 8 hours per day

**Reports to:** Supervisor, Procurement

**Location:** Administrative Building

**Telework Eligible:** Partial

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### Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The Department includes the following teams: Financial Services, Accounting, Employee Health & Wellness, Payroll, Retirement & Disability Programs, Risk Management, Budget, Financial Applications System Team, and Procurement Services.

### Position Overview

This is detailed procurement work in preparing complex solicitations and creation of a vendor relations program. An employee in this job class is responsible for working with school and central office administrators to prepare solicitations, assists with evaluations, and award preparation. The Specialist is responsible for the maintenance of related purchasing records, controls, and documents, and following through on issues that may arise during the life of the contract.

### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:*

- Prepares complex solicitations including the creation of general terms and conditions and specifications with a statement of work; compilation of information from end users and supervisors; preparation of awards and contracts; and development of School Board agenda items as necessary.
- Collects all the required vendor documentations including vendor certifications, certificates of insurance, SCC compliances and other documents as required.
- Monitors contract expiration dates and initiates the renewal of contracts or prepares new formal solicitation as appropriate.
- Communicates with vendor representatives and documents specific contractual problems to evaluate the vendor's overall performance and determine if a contract should be renewed, canceled, or re-solicited.
- Responds to user complaints and works with awardees to resolve vendor performance issues.
- Handles multiple solicitations in various stages.
- Reviews and expedites outstanding small purchase orders. Informs requester on a timely basis of any potential order delays. Determines if a purchase order change is required and ensures order update is entered in Oracle. Administers contract compliance.

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- Reviews and analyzes vendor files and contract records to determine the procurement method and recommends contract alternatives where appropriate.
- Assists the Procurement Director with oversight of vendor workshops and creation of How to Do Business with LCPS Guide.
- Composes contract documents as needed for goods/services, using appropriate language; facilitate contract modifications as needed, based on contractor/user requests; maintains contract files; ensures vendor compliance with all insurance, bonding and license requirements.

### **Qualifications**

*Below are the qualifications for this position:*

- Bachelor's Degree in business administration, finance, marketing, purchasing or related field
- Previous experience in procurement, accounting, or business-related functions
- Extensive knowledge of contracting methods, types, principles and procedures as they apply to the public procurement process
- Ability to prepare formal solicitation documents and evaluate in terms of price, quality, and expertise of vendor to meet all terms and conditions.; to perform purchasing support work; to perform office work quickly and efficiently with limited supervision; to plan, organize, and prioritize work effectively; to communicate effectively both orally and in writing with school staff and vendors; to establish and maintain effective working relationships with others; to work under pressure and/or frequent interruptions
- Expansive knowledge of materials, supplies, and equipment used in schools
- Ability to implement procedures for effectively budgeting and procuring materials, supplies, and equipment needed for new construction
- Familiarity with automated procurement systems preferably experience using Oracle Procurement and iSupplier as well as Online Solicitation and Contracting systems
- CPPB and/or CPPO preferred but not required

### **Physical Requirements**

*The following provides a brief description of physical requirements for this position:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Virginia Nondiscrimination Disclosure**

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate based on race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

### **ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

**Telework Disclosure**

Employees who perform the responsibilities of the above position have been identified as having the potential to telework. Telework is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for telework privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are teleworking will work their required scheduled hours and gain approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Teleworking privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.