



EMPLOYEE NAME: _____

Created:7/05 Revised: 7/09; 11/09; 2/11; 4/12,;10/12; 6/18;03/21

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Procurement Services	JOB CODE: 4661
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Director of Procurement Services	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Director of Procurement Services to ensure maximum benefits from the expenditure of all funds for the acquisition of goods and services; supervises procurement staff; provides general oversight to all solicitation activities.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree in Business Administration or related field required
2.	Certification/License Required: Certified Professional Public Buyer (CPPB) or equivalent; Certified Public Procurement Officer (CPPO), NIGP Certified Procurement Professional (NGIP-CPP) or Certified Purchasing Manager (CPM) preferred
3.	Experience: 6 or more years of progressively responsible procurement-related experience, preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Proficient Skills: Planning, written and oral communication skills, analytical, organization, leadership, computer (Microsoft Office, Internet Explorer)

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides general oversight to all solicitation activities.
3.	Assists in overseeing the overall activities of procurement in a sound, progressive, and ethical manner including: provides general oversight to all solicitation activities; assist with the development and maintenance of all purchasing related policies, processes, and procedures; reviews purchasing related processes, and procedures for compliance with board policies as well as state and federal laws and regulations; manage projects list, prepare and analyze reports to measure annual departmental output; assist with the preparation, administration, and monitoring of the Procurement Services budget; assist with planning and implementation of long-range goals and objectives and monitor progress of these goals.
4.	Reviews and distributes sole source requests to procurement staff for research; approves/denies sole source requests.
5.	Develops, manages, and conducts Procurement procedures and processes training sessions for District staff and potential suppliers.
6.	Oversees the design and maintenance of the Procurement Services Internet/Intranet sites.
7.	Performs functions for complex and/or sensitive purchasing actions including conducting market research, researching past expenditures, specification development, guiding overall solicitation process including specification development, issuance, evaluation methodology, and award recommendation.
8.	Represents the Director of Procurement Services as needed.
9.	Maintains current knowledge of purchasing practices through vendor contact, organization membership, trade literature, training, and trade shows.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____