



EMPLOYEE NAME: _____

Revised: 5/95; 2/97; 1/98; 3/03; 6/04; 9/04; 3/10, 4/12, 10/12; 7/15; 6/18;02/21

JOB DESCRIPTION

POSITION TITLE: Director, Procurement Services	JOB CODE: 466H
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Business Services	WORKDAYS: 238
REPORTS TO: Sr. Executive Director, Business Services	PAY GRADE: Rank A (NK01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Directs all procurement functions for the District including purchasing of goods and services	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in business administration or related field required
2.	Certification/License Required: Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB), NIGP Certified Procurement Professional (NIGP-CPP), or equivalent certification
3.	Experience: 8 years progressively responsible procurement related experience, prior supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning, management, leadership

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.	Supervises the overall activity of procurement in a sound, progressive, and ethical manner including hires, supervises, and evaluates staff for procurement. Develops and implements policies and procedures to increase operational effectiveness; prepares, administers, and monitors the budgets; manages staff assignments; plans and implements long-range goals and objectives and monitors progress of these goals; prepares and analyzes reports to measure supplier performance and accountability, cost, and market analyses for submission to the Board and Administration.
3.	Keeps abreast of federal and state laws and policies relating to procurement; establishes procedures to assure required compliance of these laws and policies, as well as board policy and administrative rules; evaluates potential legal ramifications associated with procurement activities and request legal opinions when necessary.
4.	Projects a positive image that supports the mission of the School District while serving as a representative to manufacturers, suppliers, and others.
5.	Attends Board of Education meetings to assist in providing information regarding procurement as needed. .
6.	Provides training on Procurement topics to CCSD staff and suppliers.
7.	Communicates and collaborates with other governmental agencies and political subdivisions; promotes cooperative purchasing.
8.	Seeks out and participates in professional development programs and promotes on-going professional training for purchasing staff.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____