



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 8/23/2023

Procurement Specialist

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Business & Financial Services

Primary Location: Administration Building

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 also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview

The Procurement Specialist is responsible for administration of the purchase card program and effectively communicating with principals, bookkeepers, administrative staff, general public, and suppliers. This position is also responsible for new bookkeeper training on procurement processes and procedures and purchase card usage. The Specialist also reviews all purchase orders for compliance with procurement policies and procedures and approves purchase orders under \$5,000.

Roles and Responsibilities

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

- 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
- Administers purchase card program to include investigation of reported fraud, response to bookkeeper and account manager inquiries, and communication with providing financial institution
- Approves SFO vendor setup requests, verifies Taxpayer ID number in IRS system, and maintains SFO vendor records
- Directs daily tasks of Procurement Secretary
- Monitors Incident Management System and communicates with stakeholders regarding reported injuries, confirms completeness of reports, maintains system and users and provides user training
- Coordinates with school administrators and central office staff to plan and procure goods relating to new schools and renovations; provides guidance to staff of the ordering process for furnishing new schools and renovations including timely completion of purchase orders, vendor on-time delivery and installation services, and prompt receiving and payment
- Reviews capital projects and recommends appropriate procurement procedures where necessary; coordinates such purchases to avoid duplication
- Performs the responsibilities of Procurement bookkeeper, including placing orders for staff as well as providing backup to school bookkeepers

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- Conducts procurement and purchase card training for new bookkeepers
- Creates and modifies procurement job aids and training guides for end users
- Serves as procurement contact for Business and Finance procedures manual
- Confers with supervisor and other fiscal staff regarding encumbering accounts
- Responds to inquiries from vendors and school staff regarding procurement matters
- Assists suppliers with use of Oracle iSupplier portal and submission of bids using automated solicitation process
- Reviews purchase card transactions for compliance with procurement policies and procedures

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma to GED

Experience

Three (3) years of financial/procurement experience, preferably in the public sector
Experience using a web-based financial system referred

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to perform office work quickly and efficiently; experience with Microsoft Office applications including Excel; to plan, organize, and prioritize work effectively; to communicate effectively both orally and in writing; to establish and maintain effective working relationships with others both internal and external customers; to work under pressure and/or with frequent interruptions
- Excellent computer skills including familiarity with the Internet and Microsoft Office, including Access, Excel, and Word in the Windows environment
- Strong organizational and communications skills, attention to detail and sound judgment
- Knowledge of bookkeeping practices and materials, supplies and equipment used in schools

Physical Requirements

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

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.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

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 education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work 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 remote work 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 working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.