



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/9/2021

Director, Procurement

Pay Scale: B

Level: 25

FLSA Status: 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 Director is responsible for the procurement and risk management functions for Loudoun County Public Schools.

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.

- Review specifications for goods and services used by the Loudoun County Public Schools with the assistance of ordering departments; issues invitations for bid and requests for proposal; conducts bid openings; analyzes bids and proposals and makes recommendations for award
- Negotiate awards, administer contracts, document vendor performance and authorize change orders
- Develop and monitor purchasing objectives, policies, programs, and procedures for the acquisition of goods, services, and insurance; works with the Loudoun County Public Schools staff to establish procedures and policies for standardizing materials, supplies, and equipment where practical; establishes and monitors purchasing procedures to ensure that purchases are made in an impartial manner without impropriety or the appearance of impropriety; reviews contract terms and conditions for central office and school based purchases; and special events
- Obtain needed products or services that will meet the requirements of the ordering school or office at the best price; approves purchase orders for encumbrance; supervise the new school process in maintaining procedures for standardizing bid requirements and specifications for material, supplies and equipment (FF&E) for new construction and the delivery and installation thereof
- Manage P-card program and maintain policies/procedures
- Review P-card purchases for compliance with contracts and to determine aggregate purchasing data
- Administer property/casualty insurance program including property damage reports and student injuries
- Respond to bid protests from vendors and request for information from elected officials
- Work in collaboration with Loudoun County Public Schools staff to establish procedures and policies for standardizing materials, supplies, and equipment

Loudoun County Public Schools

- Ensure compliance with proper procurement laws, and that policies and procedures are following federal laws; the Virginia Public Procurement Act; and local procurement policies and procedures; and maintain working knowledge of laws governing the procurement process
- Represents the School Board in all purchasing matters, with the exception of construction
- Organize, coordinate, supervise and evaluate procurement and clerical personnel of Procurement Services
- Responsible for the support and management of a new Oracle Procurement System and training of users
- Follows local, state and federal health codes and supervises training in food safety to ensure that food is safe for customers
- Reviews and makes recommendations for revision of School Board Policies affecting SNS
- Implements a district-wide customer service driven philosophy that focuses on value and satisfaction
- Assists with the design and planning of new school kitchens and renovations, keeping abreast of innovations and technology in food service equipment
- Develops and implements appropriate staff training and development for Food and Nutrition Services employees using adult learning principals
- Ensures that the highest standard of ethics is achieved and sustained in procurement of food, materials and supplies needed by SNS
- Directs the planning, development and testing of new products for menus by conducting taste testing with students and staff
- Stays abreast of current research, trends and best practices relevant to child nutrition programs

Qualifications

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

Education

Bachelor's Degree in Public Administration, Business, or related field from an accredited College or University

Experience

Seven (7) years of experience in purchasing and contract services in a leadership role

Licenses and Certifications

Knowledge, Skills and Abilities

- Possesses excellent organizational ability and the skill to manage diverse and complex assignments
- Demonstrated professional and personal characteristics necessary for working effectively with school personnel and members of the community
- Strong organizational, communication, and interpersonal skills
- Strong technical skills to facilitate complex budget analysis
- Capability of effective planning and priority setting
- Ability to manage several complex projects simultaneously while working under pressure to meet deadlines

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.