



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 1/27/2020

Senior Procurement Specialist

Pay Scale: B

Level: 13

FLSA Status: Exempt

Job Family: Business and Finance

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

This is advanced technical procurement work in preparing highly complex solicitations and ongoing support of automated solicitation system. An employee in this job class is responsible for working with school administrators, central office staff, and outside consultants to prepare solicitations, evaluation and award preparation, negotiations, maintenance of related procurement records, controls, and documents, and following through on issues that may arise during the life of the contract. A worker in this position initiates his/her own daily assignments, follows through on matters, and takes appropriate actions to deal with unique situations resulting from award of solicitations and subsequent contracts.

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.

- Prepares complex solicitations, in compliance with Virginia Public Procurement Act and School Board policy, including compiling specifications from end users, supervisors, consultants, and other sources, such as the internet, subject matter experts or other jurisdictions; conducts bid openings; analyzes bids and proposals and makes recommendations for award; preparation of awards and contracts; development of School Board agenda items as necessary; and, follow through on issues that may arise during the bid process or during the contract period
- Plans, coordinates, and conducts pre-bid/pre-proposal conferences for the procurement of professional construction services, goods, and other services
- Coordinates evaluation committee activities and documents, schedules interviews, arranges demonstrations and/or site visits; provides guidance to evaluation committees for proper direction and compliance to procurement policies and guidelines
- Provides contract awarded vendor information to school and central office bookkeepers, account managers, vendors, and other jurisdictions
- 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

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- Monitors contract expiration dates and initiates the renewal of contract which entails conferring with supervisors to ensure the vendor is fulfilling contract requirements and securing renewal with the vendor using the same terms and conditions as the original contract
- Responds to user complaints and works with awardees to resolve vendor performance issues
- Reviews and analyzes vendor files and contract records, assists supervisor in preparation of make or buy analyses and recommends contract alternatives where appropriate
- Assists with the implementation of an automated system for the creation and receipt of solicitations

Qualifications

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

Education

Bachelor's Degree in business administration, finance, marketing, purchasing or related field

Experience

Three (3) years of experience in public sector procurement contract administration; or any equivalent combination of education and experience

Licenses and Certifications

CPPB and/or CPPO

Knowledge, Skills and Abilities

- Advance knowledge of contracting methods, types, principles and procedures as they apply to the public procurement process
- Ability to prepare complex formal solicitation documents and evaluate in terms of price, quality, and ability of vendor to meet all terms and conditions; to perform office work quickly, independently, and efficiently; to plan, organize, and prioritize work effectively; to communicate effectively both orally and in writing with administrators, school staff and vendors; to establish and maintain effective working relationships with others; to work under pressure and/or frequent interruptions
- Broad knowledge of materials, supplies, and equipment used in schools
- Experience implementing procedures for effectively budgeting and procuring materials, supplies, and equipment needed for new construction
- Extensive knowledge of computerized purchasing systems preferably experience using Oracle Procurement and iSupplier and online sourcing and contracting applications

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.