Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 10/16/2023

Contracts and Risk Management Specialist II

Pay Scale: B
Level: 10
FLSA Status: Non-Exempt
Job Family: Central Office Support
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 technical procurement work in the preparation of solicitations, awards, contracts for equipment, supplies, and services for schools and administrative offices. An employee in this job class is responsible for working with school-based staff, central office staff, and outside organizations to prepare specifications and solicitations, contracts, renewals and awards. The Contracts and Risk Management Specialist II will create and review contracts, perform maintenance of related purchasing records, controls, and documents, and following through on issues that may arise during the life of the contract under the supervision of the Procurement Supervisor or Risk Supervisor.

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 solicitations including specifications, meeting with users to compile needed information from users and other sources; review of bids, proposals and contracts, awards for posting and School Board agenda items as necessary
- Reviews contracts to ensure compliance with School Board policies, State Code and LCPS legal contracting guidelines
- Uses automated solicitation system to create and receive solicitations and assists user departments in their evaluation and award recommendation
- Monitors contract expiration dates and completes renewal of contract or prepares new formal solicitation or contract as appropriate
- Collects all the required vendor documentation including vendor certifications, certificates of insurance, SCC compliances and other documents as required for solicitation and contract review process
- Records solicitation and contract information in automated contract management system
- Coordinates multiple solicitations and contracts in various stages
- Maintains official solicitation and contract records, files, and documents
- Completes paperwork to request County and Town permits for school and community special events on school properties

- Provides contract information to school and central office bookkeepers, account managers, vendors, and other jurisdictions
- Communicates with vendors and departmental staff to resolve issues involving the solicitation of goods and services
- Researches availability of cooperative contracts to be used by Loudoun County Public Schools
- Assists Risk Supervisor with property damage and incident follow-up including collection of documentation and information
- Composes contract documents and LCPS Forms and Guidelines as needed for goods/services; facilitates contract modifications based on contractor/user requests; ensures vendor compliance with all insurance, bonding and license requirements; disseminates pertinent information to stakeholders

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

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

Experience
Five (5) years of experience in procurement, contracts management and solicitations.

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of procurement methods, types, principles and procedures as they apply to the public procurement process
- Ability to prepare formal solicitation documents and evaluate in terms of price, quality, and ability of vendor to meet all terms and conditions; to perform purchasing support work; to perform office work quickly and efficiently; to plan, organize, and prioritize work effectively; to communicate effectively both orally and in writing; to establish and maintain effective working relationships with others; to work under pressure and/or frequent interruptions
- General knowledge of materials, supplies, services, and equipment used in schools
- Familiarity with automated procurement systems preferably experience using Oracle Procurement and iSupplier as well as Online Solicitation and Contracting systems

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.

Essential Personnel Disclosure
Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.