

PROCUREMENT SPECIALIST II

GENERAL RESPONSIBILITIES

The position is responsible for accurately analyzing, evaluating, and assessing the variables surrounding requests for highly sensitive and technical procurements and projects and selecting and implementing the most optimal procurement method.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Procure and negotiate major service contracts using the Request for Proposal method of competitive negotiation.
- Procure and negotiate benefit services for both the City of Virginia Beach and the Virginia Beach Schools in the areas Medical and Dental Insurance.
- Solicit proposals and/or bids and plan all procurement activity to secure materials, supplies and services.
- Organize, conduct, oversee and direct all aspects of the procurement process including: choosing the best method of source selection, pre-proposal conferences, evaluation committees, and negotiation teams.
- Review and/or draft all procurement documents.
- Negotiate awards, administer contracts, document vendor performance and authorize change orders.
- Enter Requisitions and Purchase Orders in Oracle and Buyspeed when required.
- Develop, write, interpret and implement policies and procedures.
- Evaluate and respond to questions, complaints, protests and disputes.
- Coordinate, plan and procure goods and services relating to new schools and renovations. Read and work with blueprints. Equip and furnish specified areas of new schools and renovations, coordinating and overseeing the delivery, receiving, distribution and installation.
- Negotiate, administer and maintain annual contracts and maintenance agreements.
- Analyze internal and external environments for non-compliance with procurement laws and policies.
- Ensure that the School Division is responsive to changes in the procurement process.
- Interview prospective offerors and bidders to update existing knowledge of market conditions. Advise schools and departments regarding market conditions, trends in business laws, methods, markets and purchasing practices and procedures.
- Train and assist purchasing staff in securing complex purchases, using purchasing software and office computer technology.
- Ensure proper procurement laws, policies, and procedures are followed including all federal, state and local procurement laws, policies, and procedures, including the Code of Virginia, School Board Policy and the Sherman Antitrust Act.

- Instruct, train and direct all parties involved with the procurement process.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Good understanding of School Board Policy and State Code as it relates to procurement; ability to defend the decisions on all levels and uphold all procurement laws, policies, and procedures; ability to apply and communicate procurement laws, policies, and procedures to persons internal and external to the division to meet the best interest of the School Division; ability to establish effective working relationships both internal and external to the School Division; ability to apply broad computer technology knowledge in wide array of contract evaluations and negotiations; ability to handle conflicts and pressures associated with meeting deadlines, negotiating contracts, and handling protests; ability to supervise professional and clerical staff; ability to provide technical guidance to Architects and Engineers designing specifications and blueprints for projects and new school construction; highly professional with the highest ethical standards.

EDUCATION AND EXPERIENCE

Bachelor’s Degree in Business, Marketing, Purchasing, or a related subject. Certification as a Certified Professional Public Buyer (CPPB) or a Certified Public Procurement Officer (CPPO) is preferred. Five or more years of progressively responsible purchasing experience. Experience procuring high-dollar and complex goods and services using both the bid and the RFP process. Proven ability to lead teams in negotiating contracts. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Exempt	Description: Rev. 6/00
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