



## **PROCUREMENT SYSTEM SPECIALIST**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Purchasing, the position is responsible for coordinating and maintaining automated procurement and e-commerce systems to include performing program administration, testing, and training.

### **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.)

- Act as the primary point of contact for telephone software support, maintenance and upgrades to purchasing software and ecommerce solutions.
- Add, remove and change user information as required.
- Troubleshoot and test all aspects of the automated purchasing system.
- Maintain the purchasing database including tables, approval paths, system security and all data.
- Develop and run custom reports.
- Review existing processes and make recommendations for improvements.
- Develop and maintain printed procedures for all automated processes.
- Train and assist staff and remote users on purchasing software.
- Work with other departments to facilitate automation between sites.
- Report all helpdesk calls and follow-up to minimize down time.
- Research, test, and make recommendation and implementation for new technologies and in the Office of Purchasing Services
- Implement all upgrades and patches for the purchasing system.
- Work with vendors in the area of workflow integration.
- Implement and maintain the automated bid procedure on the Internet.
- Assist office staff in the use of automated bid process and purchasing system.
- Attend advanced training and incorporate new processes.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge of standard procurement practices, policies and procedures, and a thorough knowledge of school system routine and procedures. Must have the necessary skill to test and troubleshooting software, and prepare and maintain computerized records and systems. Must possess excellent computer skills, good oral and written communication skills and have experience using and training others to use automated purchasing and/or finance systems. Must have the ability to work independently and under pressure, and communicate and work effectively with the public.



**EDUCATION AND EXPERIENCE**

Bachelor’s Degree in business or information systems or related area with required. Advanced training in a variety of application software, network software, and troubleshooting of network software and hardware problems. Experience in an office environment in software support and training.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license