



# Española Public Schools

## Job Description

<b>Title:</b> Chief Procurement Officer	<b>Work Unit/Location:</b> Central Office	<b>Reports to:</b> Chief Financial & Operations Officer <b>Supervises:</b> Procurement Specialist
<b>Contract Length:</b> 12 Months	<b>Pay Schedule:</b>	<b>Overtime Status:</b> Exempt
<b>Hours:</b> 7:30 a.m. – 4:30 a.m.	<b>Union Status:</b> Non-Union	<b>Licensure:</b> N/A

**General Job Function:**

Under general direction of the Finance Administrator designee assists with the district’s construction projects, purchasing, warehousing, property and inventory control activities, assists in Finance Department functions, and performs related duties as required.

**Education/Training/Experience:**

1. BA – in Business Administration or AA in Business Administration with 8 years of experience directly related to the work
2. Chief Procurement Officer Certification, required

**Knowledge/Skills and Abilities:**

1. Working knowledge of construction projects and purchasing procedures.
2. Functional knowledge of purchasing trends and property control methods, practices and procedures.
3. Working knowledge of accounting and cost systems; acquisition methods and public purchasing.
4. Ability to plan, organize and conduct purchasing and inventory control functions and the ability to analyze and compile technical data.
5. Ability to maintain effective working relationships with employees, officials, vendors and the general public.
6. Knowledge of personnel rules and regulations, standards of conduct and work attendance, and the ability to assure compliance with safe working practices and procedures.
7. Able to prepare reports as required
8. Working knowledge of schools/facilities construction.

**Resources Used in Performing Job Include (but are not limited to):**

Standard office equipment; Microsoft Office Suite, emphasis on EXCEL.

**Physical/Cognitive Requirements:**

Regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; communicate verbally and electronically; reach with hands and arms; stand and move throughout the building and/or to other facilities, and drive. Occasionally required to lift and/or exert force of up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision and the ability to adjust focus.

**Environmental Conditions:**

The noise level in the work environment is usually moderate.

**Essential Job Functions:**

1. Works directly with the Chief Financial and Facilities Officer
2. Administer the general purchasing activities of the finance department, including quotations preparation, gathering product specifications, processing professional service contracts, writing/editing/reviewing RFPs and RFBs and implementing purchase orders controls.
3. Assists with upgrading and maintenance of a purchasing system and procedures and confers with department directors and other district officials relative to purchasing policies, procedures, standards and controls.
4. Conducts activities relative to the acquisition, valuation, inventory, disposition and sale or lease of district property, and conducts the disposal of used equipment and materials through public auctions, trade-ins, and/or sales.
5. Reviews specifications on purchase requisitions and conducts the acquisition of supplies, equipment, materials, construction and other contractual services requisitioned by district departments.
6. Review and approve purchase requisitions for adherence with all Board Policies, State and Federal Laws and Regulations and appropriate accounting information. Issue purchase orders after all the review and approval process is done.
7. Monitors budgetary balances and expenditures and assists in preparation of expending of any budgetary account.
8. Process professional service contracts and maintain a data base of active contracts.
9. Ensures district compliance with state purchasing statues and provides technical assistance regarding the purchasing act.
10. Assures conformance with federal and state rules, regulations, policies and procedures and disseminates district policies and procedures relative to property control.
11. Enter deposits in Visions from all schools and departments.
12. Performs other duties assigned by the Chief Financial & Facilities Officer.

**Personal Accountability:**

1. Demonstrates reliability as evidenced by attendance records and punctuality.
2. Properly notifies supervisor and/or designee of absences or tardiness.
3. Begins and completes work within the allotted time.
4. Consistently appears in attire appropriate to the work environment.
5. Demonstrates skill in the use of equipment including its capabilities, limitations and appropriate/special application,
6. Protects the District's resources through appropriate and careful use of supplies and equipment.
7. Utilizes appropriate body mechanics to aid in the prevention of muscle strain/injury.