



DIRECTOR OF PURCHASING

GENERAL RESPONSIBILITIES

Administer, evaluate and restructure as necessary, all processes involved in procuring materials, supplies, equipment, and services essential to the operation of the school division. Ensure the procurement process is in compliance with state and local laws as well as school board policy.

ESSENTIAL FUNCTIONS

(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.)

- Organize, conduct, oversee and direct aspects of the procurement process including choosing the best method of source selection, pre-proposal conferences, evaluation committees and negotiation teams.
- Manage and authorize all purchases made with budget, federal and capital improvement project funds by purchase order documents.
- Collaborate with personnel members, vendors, and administrative staff throughout the school division to develop specifications, evaluate bids, ensure timely delivery, and develop economic order quantities.
- Negotiate awards, administer contracts, document vendor performance, and authorize change orders.
- Organize, coordinate, supervise and evaluate procurement and clerical personnel of the Office of Purchasing.
- Oversee bid and Request for Proposal (RFP) processes; issue recommendations and decisions as to whether or not to accept or reject.
- Maintain overall coordination for the planning and procurement process involved with the construction of new school facilities.
- Interview and collaborate with vendors and department managers concerning purchases.
- Advise schools, department managers and other personnel regarding market conditions, trends in business laws, methods, markets and purchasing practices and procedures.
- Maintain a collaborative relation with other government agencies to develop cooperative procurements for commonly purchased goods and services.
- Coordinate and compile written specifications and procure specified items by formal bid or written or telephone quotation.
- Procure and negotiate major services contracts, such as medical and dental insurance for both the City of Virginia Beach and Virginia Beach Public Schools
- Oversee the efforts to streamline processes and align systems with other departments and offices □ Select and implement automation and e-commerce systems related to procurement.
- Oversee and manage the support of automated systems and training of system users.
- Develop, write, interpret, and implement policies and procedures; recommend changes and/or modifications to policies and procedures pertaining to the procurement process.
- Ensure proper procurement laws, policies and procedures are followed including federal, state, and local procurement laws, policies and procedures, which include the Code of Virginia, school board policy and the Sherman Antitrust Act; maintain working knowledge of laws governing the procurement process.
- Assist in the development of specifications on a variety of technical equipment, supplies and service
- Establish benchmark pricing for goods and services in comparison to other contracts and markets.
- Ensure the school division is responsive to changes in the procurement process.
- Respond to bid protests from vendors and request for information from elected officials, the media as well as the general public.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of school board policy and state code as it relates to procurement; ability to defend the decisions rendered 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 which comply with the best interests of the school division; ability to establish and maintain effective working relationships both internal and external to the school division; ability to apply broad computer technology knowledge in a wide array of contract evaluations and negotiations; ability to handle conflict and pressure 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; ability to demonstrate high professional and ethical standards.

EDUCATION AND EXPERIENCE

Required:

Bachelor’s Degree in Business, Marketing, Purchasing or a related subject.
Five (5) or more years purchasing experience.
Experience in procuring high-dollar and complex goods and services using both the bid and RFP process.
Proven ability to lead teams in negotiating contracts.

Preferred:

Certification as a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO).
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 using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 12/11, 7/20
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