



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Procurement Agent**
Job Family: **Finance**
Prepared/Revised Date: **October 8, 2018**

FLSA Status: **Exempt**
Pay Range: **FN70Y**
Job Code: **51005**

SUMMARY: Responsible for managing the purchasing process from supplier solicitation through award and contract, including specification development, drafting of solicitations documents, review for appropriate terms and conditions, conducting pre-proposal meetings, pre-bid conferences, bid openings and post award conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Review purchase requests for accuracy, proper vendor selection, pricing, availability, delivery schedule, and accounting codes and confer with sites to clarify. Convert requests to purchase orders and submit to appropriate vendor. Initiate coordination of issuing and close-out actions for purchase orders on a timely basis. Maintain purchasing records as required by auditors and department procedures.	D	30%
2. Evaluate request for purchase of supplies, equipment and services to determine appropriate procurement method. Solicit, analyze and evaluate quotations, bids and proposals. Assist project manager in answering questions and clarifying requirements for potential proposers/bidders. Develop pre-negotiation strategy and position. Assist in preparation, coordination and collection of data for bid specifications, invitations to bid (IFB), bid awards, pricing agreements and requests for proposals (RFPs). Lead and manage solicitation evaluation teams. Conduct negotiations. Recommend or approve awarding of contracts or purchase orders and conduct debriefings with unsuccessful proposers.	D	15%
3. Network with schools and department at all levels to ensure a clear understanding of requirements for materials, services, and state mandated programs within budgetary restraints. Provide guidance and counsel to school, departments and vendors regarding the purchasing process. Train, advise and consult with sites on purchasing needs, process, etc. Evaluate and identify opportunities to enhance users experience and increase the awareness of established purchasing procedures.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Source materials, equipment, and services through a variety of solicitation methods. Interview vendors in order to pre-qualify their ability to serve the district as a supplier. Maintain vendor and community relationships for the district. Coordinate, monitor and analyze vendor performance. Resolve issues with sites and vendors during procurement cycle.	W	10%
6. Analyze information and evaluate school district spending patterns. Pursue opportunities to utilize procurement skills such as negotiation, document development, analysis, and standardization in order to continually decrease cost and increase quality for the district.	W	5%
7. Develop, seek and contribute to process improvement and procurement strategies, along with leadership, to optimize purchasing across the district. Assist with review, revision and implementation of department policies and procedures, documents and forms.	M	5%
8. Assume a leadership role on district project teams. Prepare and present periodic reports.	M	5%



9. Maintain expertise in public procurement-related laws, rules, regulation, policies, and procedures.	Q	5%
10. Perform research on new products, qualified vendors, product comparisons, market conditions and trends which may affect pricing and availability of products and services. Develop specific objectives and plans for each commodity area in order to prioritize, organize, and accomplish long term goals. Contact supply sources negotiation of terms, information on product specifications and price.	Q	5%
11. Review all requests for conformance to board policies. Prepare board agenda items for solicitations and contracts which require BOE approval.	Q	5%
12. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree in Business, Purchasing, Accounting, Finance, Public Administration, or related field required; Bachelor's degree preferred
- Minimum of two years of related procurement experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Professional Public Buyer (CPPB), Certified Public Purchasing Official (CPPO), or Certified Professional in Supply Management (CPSM) certification or similar certification preferred. Certification required within three years of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Attention to detail
- Ability to deliver training
- Ability to work within a team environment and with minimal supervision
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	