



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Procurement Agent Contract Specialist** FLSA Status: **Exempt**  
 Job Family: **Finance** Pay Range: **FN70Y**  
 Prepared/Revised Date: **August 5, 2019** Job Code: **51004**

**SUMMARY:** Responsible for managing the procurement process from 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. Responsible for providing centralized contract administrative support to the contract administrator and procurement services team.

**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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	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	20%
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	20%
3. Review, edit, and negotiate contract terms in accordance with district policy and the established procedural requirements	D	15%
4. 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%
5. Exhibit independent judgement to assure effective delivery of goods and services, including monitoring contract compliance, contract terms, services to be provided, payment schedules. Appropriately identify and escalate issues to the contract administrator.	D	10%
6. 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.	D	5%
7. Attend work and arrive in a timely manner.	D	1%



8. 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%
9. Assume a leadership role on district project teams. Prepare and present periodic reports.	W	4%
10. Provide support throughout the procurement and contract lifecycle	W	3%
11. Communicate professionally and effectively with vendors and internal stakeholders	W	3%
12. Maintain expertise in public procurement-related laws, rules, regulation, policies, and procedures.	M	3%
13. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s degree or two-year college certificate in purchasing, business, accounting, finance or related field required, Bachelor’s degree preferred.
- At least two years of procurement experience in a related position with an emphasis on contracts or procurement/contracting as a core job function, preferably in the public sector required.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Certified Professional Public Buyer (CPPB), Certified Public Purchasing Official (CPPO), Certified Professional Contract Manager (CPCM), Certified Commercial Contract Manager (CCCM), or equivalent preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Strong critical thinking, analytical and problem-solving skills
- Excellent organizational skills with great attention to detail
- Ability to understand and exercise independent judgment within the context of established laws, policies, rules and regulations
- Ability to meet deadlines in a high volume office
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- 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 Windows Suite; Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage 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
<b>Direct reports:</b>	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			
Extreme heat (non-weather)	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	