

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

**PROCUREMENT COORDINATOR I**

POSITION: Procurement Coordinator I

REPORTS TO: Supervisor of Accounting, Auditing, and Procurement

LOCATION: Department of Fiscal Services

**NATURE OF WORK:**

The Procurement Coordinator is responsible for the operations of the purchasing office within the Department of Fiscal Services of St. Mary's County Public Schools (SMCPS). This position manages a comprehensive purchasing program, develops commodity specifications, solicits all large purchases of equipment/supplies/services and makes appropriate recommendations, all in accordance with Federal, State, local laws and Board of Education policies and regulations.

**ESSENTIAL FUNCTIONS:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by this position:

- Prepare and issue procurement opportunities via Maryland's online procurement system (eMaryland Marketplace);
- Receive and evaluate proposals and bids; award or recommend the award of contracts to the Board of Education approval of items/services to be procured;
- Managing the school district's electronic purchasing workflow process;
- Responding to bid protests, solicitations, and Freedom of Information Act requests;
- Developing and maintaining a professional network of contacts and participating in a local procurement consortium;
- Trains and educates staff in the importance and procedures of procurement;
- Researches for contracts to piggyback;
- Manages all major contracts and works with the appropriate staff to renew, cancel, or resolicit as needed; and
- Takes lead and assists staff with the development and submission of procurement requests;
- Serve as the school districts technical public procurement expert to management.

**DUTIES AND RESPONSIBILITIES:**

- Develops programs and guidelines for the control of purchases and supervises the control systems;
- Coordinates the development of specifications for materials and equipment in cooperation with SMCPS departments;
- Researches new materials and equipment, evaluates their potential usefulness in cooperation with SMCPS departments in the school system;
- Finds sources of supply for materials and equipment and supervises the maintenance of vendor lists; promotes standardization of purchases;
- Oversees the procedures for obtaining, evaluating, and accepting bids for materials and equipment;
- Effectively communicate purchasing policies and procedures to personnel and interpret said policies and procedures as necessary.
- Establish standard contract clauses for use in contracts, solicitations, and purchase orders.

- Makes purchases within authorized limits and conditions;
- In cooperation with the budget office, schedules the timing of major purchases;
- Administers contracts and price agreements for services and supplies;
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;
- Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions;
- Prepare purchase forecasts and expense budgets for review and approval of proper authority; and
- Performs other related duties as assigned.

#### QUALIFICATIONS:

The qualification requirements listed below represent minimum levels of educational achievement, experience, training, skill and/or ability necessary:

- Bachelor's degree from an accredited university or college in purchasing, marketing, management, business, accounting, or economics required, MBA preferred;
- Five (5) years of progressively responsible experience in the field of purchasing;
- Procurement experience in a public school system or local government preferred;
- Professional certifications such as: Certified Purchasing Professional (CPP), Certified Professional Public Buyer (CPPB), or Certified Public Procurement Officer (CPPO), preferred;
- Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, Board members, support staff, colleagues, and outside professional contacts; and
- Proficiency in the use of technology for individual and system management, communication, and research.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range B.

#### BARGAINING UNIT ELIGIBILITY: SMASA