



Little Rock School District

JOB DESCRIPTION

Position Title: Section Services Supervisor - Procurement

Prepared Date: 06/07/2022

JOB GOAL:

To work effectively, professionally and cooperatively both under supervision and independently as may be appropriate, the functions required of this position in a manner which represents professionalism and contributes in a positive manner to the successful accomplishment of the mission and objectives of the Procurement Department of the Little Rock School District. Perform contracting assignments of a complex nature requiring knowledge of various commodities, purchasing policies and procedures. Purchase commodity items at the most favorable price consistent with quality, quantity and specification requirements. Considerable independent judgment and critical thinking is required.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 14, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor Degree from an accredited college/university. Degrees in Procurement, Purchasing, Supply Chain, Business or Finance preferred. Degrees in other course work may be considered.
2. Professional certification as a CPPB (Certified Public Purchasing Buyer) by the National Institute of Governmental Purchasing or other nationally accredited certification preferred.
3. Minimum of four (4) years experience in buying and/or other procurement related functions.
4. Knowledge of state procurement statutes, ABA Model Procurement Code, regulations and procedures to include an acceptable background in contract law, standard contracting methods/techniques, web based/e-procurement and contract negotiation.
5. Experience with computer operations (Microsoft Excel, Word, etc.) and business software programs and an aptitude to learn procurement related software applications.
6. Must be capable of supervising other personnel.
7. Proficiency in use of 10-Key calculator.
8. Ability to communicate effectively orally and in writing.
9. Ability to deal effectively with the public and other district employees.
10. Ability to be organized and pay attention to details.
11. Ability and willingness to adapt to changing technology.
12. Personal attributes must include resourcefulness, initiative, tack when dealing with people, accuracy, dependability and the ability to work under stress. Total integrity is a must.
13. Evidence of a strong commitment to quality integrated education.



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ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Manages the Procurement Services Section and supervises assigned personnel.
2. Initiates and/or executes procurement actions/activities and performs contracting assignment of a complex nature, requiring knowledge of various commodities, market trends, services, purchasing policies and procedures; to be accomplished at the most favorable price consistent with quality, quantity and specification requirements. Follow competitive purchasing procedures as directed and specifically, supervises processing of internal requisitions.
3. Keeps abreast of latest trends and developments in commodity and general purchasing techniques including green and diversity opportunities.
4. Promote a professional, positive image of the Little Rock School District.
5. Continuously searches for more effective and efficient procedures and methods for the conduct of the purchasing mission of the District.
6. Prepares correspondence and communications for the Director's approval with contractors and customers as required.
7. Develop and maintain relationships within the district in order to provide timely, responsive and focused customer service.
8. Maintains communication/contact with appropriate authorities and agencies to ensure compliance with procurement practices and regulatory codes.
9. Continuously develops and maintains optimum sources of supply, materials and services and provides assistance to schools and departments to achieve cost-effective supply and equipment purchases.
10. Oversees Fixed Assets accounting for the district.
11. Oversees Textbook/Early Childhood Purchases for the district.
12. Oversees ALL bid and professional services invitations/evaluations, competitive purchasing procedures and contract renewals for the district.
13. Administers the District's purchasing card (Pro-Card) program and serves on District Pro-Card committee.
14. Acts for the Director in the Director's absence and when specifically directed.
15. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



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Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.