



Little Rock School District

JOB DESCRIPTION

Position Title: Vendor Specialist- Procurement

Prepared Date: 12/15/2021

JOB GOAL:

The Vendor Specialist is primarily responsible for assisting the Director of Procurement and Materials Management in administering assigned vendors' processes within the guidelines of LRSD's vendor management processes. The Vendor Specialist will liaise with vendors, oversight partners, project teams, and functional area representatives, as required, to support enterprise oversight practices and deliverables.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 10, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Associate degree required. A bachelor's degree in Communications, Business, Finance or related field is preferred.
2. At least two (2) years of acceptable experience in a public or private sector business position: knowledge of general business practices to include an acceptable background in vendor relations and standard contracting methods/techniques.
3. Experience with computer operations (Microsoft Excel, Word, etc.) and business software programs and an aptitude to learn procurement related software applications, willingness to adapt to changing technology. Proficiency in use of 10-Key calculator.
4. Public speaking and/or experience in training large groups including the ability to communicate effectively both orally and in writing.
5. Personal attributes must include resourcefulness, initiative, strong interpersonal/organizational communication skills, accuracy, dependability and the ability to work under stress -total integrity is a must.

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.



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1. Develop and maintain vendor data bases and act as a liaison regarding minority and women owned business in advancing the mission and objectives of LRSD procurement.
2. Provide training as required to vendors in the community regarding district purchasing processes, including but not limited to, planning and conducting vendor fairs, seminars, and other vendor outreach opportunities to the community.
3. Research and provide vendor capabilities, systems and related processes.
4. Initiate and ensure compliance by all parties with regulatory, contractual, and other requirements by measuring and monitoring performance, auditing data and information used as evidence of compliance with service level agreements, and facilitating meetings to address outcomes and results that must improve: day-to-day responsibilities of managing vendors assigned, interaction with internal associates and vendors to enforce contract terms, monitor vendor performance, perform quality control, mitigate risk, problem remediation, etc.
5. Provide training as required to district staff and/or associates regarding vendor management with emphasis in promoting minority business relationships.
6. Process all vendor number requests.
7. Develop and maintain a records management system regarding vendor administration as assigned.
8. Provide monthly reports as required by district regulations and any other reports requested by District Administrators or the LRSD Board of Directors.
9. Attend LRSD Board Meetings as required.
10. Act as Liaison to district travel agent for all employee airline travel plus provide monthly credit card (ProCard) reconciliation reports to the district's Business Office.
11. Prepares correspondence and communications for the supervisor's approval with staff and vendors as required.
12. Develop and maintain relationships within the district in order to provide timely, responsive and focused customer service.

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.

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



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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.