

Supervisor, Purchasing

Job Code 000146	FLSA Status Exempt	Pay Level (Grade) 00018
Reports To Director of Financial Services		

Mission Statement

Providing a World-Class Education means...

- The focus is on all students learning and achieving high standards.
- Instruction is engaging and rigorous.
- Reading and writing literacy is taught in all content areas.
- We support the academic, social, and emotional needs of all students.
- Schools and offices are inviting, welcoming, and customer oriented.
- We will accomplish our Strategic Plan by working together.

Job Summary

This position provides leadership, supervision, and direction to the centralized procurement and contracting functions in the School Division; in addition to oversight of decentralized delegated programs. This position ensures that all purchasing/contracting requirements necessary for mission attainment are satisfied efficiently and effectively in accordance with laws and promulgated policies and regulations. The maintenance of integrity, professional ethics, quality and timeliness of services are paramount.

Essential Responsibilities

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

PWCS requires that each employee:

- work collaboratively with all stakeholders in providing a World-Class Education,

- establish and maintain cooperative and effective working relationships with others,
- communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Essential Responsibilities - specific to this job

- Provides leadership and direction to staff in all functions of procurement services to effectively and efficiently fulfill School Division requirements in a positive, productive manner in accordance with laws, policies, and administrative directives
- Develops and maintains central specifications, contracts and vendor files; and submits required information and recommendations to the School Board
- Directs and manages human resource functions of operation to include the following: selects and hire staff; monitors and evaluates performance, and implements corrective action as necessary; develops and implements effective staffing and organizational structure; trains staff; provides professional development opportunities; fosters job enrichment and a professional attitude
- Determines, plans, manages and controls fiscal affairs of the operation; analyzing requirements and develops prioritized budgetary funding recommendations in conjunction with established department objectives; maintains financial records; and reconciles expenditure of budgeted funds
- Develops and implements procurement training programs for all School Division employees; facilitates communications to provide advice and assistance on all procurement matters, distributes contract data, coordinates procurement activities, and actively resolves concerns
- Formulates, establishes, and maintains current policies and regulations for procurement functions; develops and updates regulations and operating procedures
- Plans, analyzes, and develops management reports regarding timely, sensitive issues and major operational transactions as requested
- Evaluates historical data to determine changes in productivity, and implement appropriate corrective courses of action to control operations efficiency and effectiveness
- Establishes and develops short- and long-range operational goals and objectives, identifies strategies for achieving goals, monitors and controls progress in accordance with pre-established performance standards, and implement changes as necessary
- Maintains current professional knowledge based on trends affecting procurement management
- Participates actively and assumes a leadership role in various professional organizations; i.e., Council of Governments, National Association of Governmental Purchasing and Affiliates, and National Purchasing Institute
- Provides effective management and leadership skills
- Establishes and maintains effective two-way communications with principals, bookkeepers, central office staff, and all budget holders
- Establishes and maintains independent analytical decision-making and team-building skills
- Provides experience and proficiency in project management and automated systems
- Provides staff support for all additional duties and obligations as assigned and directed by the

Director of Financial Services

- Interprets "Code of Virginia" and PWCS Purchasing regulations and policies related to procurement• Complies with federal, state , and county laws, and PWCS regulations and School Board policies in all aspects of procurement and contracting.
- Supervises the purchasing staff in the accomplishment of the goals and objectives
- Tracks purchase requisitions and purchase orders
- Maintains the bidders mailing list of all firms desiring to receive request for proposal/bids and the use of the Commonwealth of Virginia eVA system to advertise procurements
- Maintains up-to-date , master agreements for goods and services needed by the School Division
- Submits recommended actions to the School Board related to procurement

- Provides quality, timely, effective, and cost-efficient procurement services

Other Job Responsibilities

--

Qualifications for Successful Performance

Knowledge, Skills, Abilities and Behaviors

- Comprehensive, thorough knowledge of public purchasing and contracting for goods, services, and construction; public procurement management/ administration; contract administration; and the progressive, practical application of such

Education or Equivalency Requirements

Minimum/ Preferred	Education level	Description
Minimum	Bachelor's Degree	Business Administration, Public Administration or related field of study

Work Experience Requirements

Equivalent to at least	Type	Area or Field
5 years	Specific	minimum of eight (8) years

Certification and License Requirements

Certifications/ Licensures	Comments
Industry	Certified Public Purchasing Officer (CPPO), or Certified Purchasing Manager (CPM), preferred

Work Environment and Physical and Mental Requirements

The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Type: INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Physical /Sensory Requirements	Frequency
Light work that includes lifting and moving objects up to 20 pounds.	Frequently
Medium work that includes lifting and moving objects up to 50 pounds.	Occasionally
Heavy work that includes lifting and moving objects up to 100 pounds or more.	Not anticipated
Ascend or descend ladders, stairs, scaffolding, ramps, poles or similar.	Frequently
Move about to accomplish tasks or move from one work site to another.	Occasionally
Remain in a stationary position, often standing or sitting for prolonged periods.	Consistently
Operate non-office machinery and/or power tools.	Not anticipated
Repeat motions that involve the wrists, hands and/or fingers.	Consistently
Move in different positions to complete tasks in various conditions and spaces.	Occasionally
Operate motor vehicles or heavy equipment.	Not anticipated
Match or detect differences between colors, including shades of color and brightness.	Occasionally
See details at a distance.	Occasionally
See details at close range (within a few feet of the observer).	Consistently
See objects in the presence of glare or bright lighting.	Frequently
See objects in the low lighting.	Occasionally
See objects or movement of objects using peripheral vision.	Occasionally
Mental/Cognitive Requirements	Frequency
Listen to and understand information presented through spoken words and sentences.	Consistently
Read and understand information presented in writing.	Consistently
Communicate information in speaking so others will understand.	Consistently
Communicate information in writing so others will understand.	Consistently
Ability to generate ideas or develop creative ways to solve problems.	Frequently
Ability to tell if something is wrong or is likely to go wrong.	Frequently
Ability to apply general rules to specific problems to produce workable answers.	Frequently
Ability to combine pieces of information to form general rules or conclusions.	Frequently
Ability to arrange for certain order or pattern according to a specific or set of rules.	Frequently
Ability to create and apply rules for combining or grouping things in different ways.	Frequently
Ability to choose the right mathematical methods or formulas to solve a problem.	Consistently
Ability to add, subtract, multiply, or divide quickly and correctly.	Consistently
Ability to recall available information.	Consistently
Ability to acquire and organize visual information.	Occasionally

Ability to manipulate and organize spatial information.	Occasionally
Ability to apply and maintain attention.	Consistently
Ability to manipulate and control objects.	Occasionally
Assess the accuracy, neatness, and thoroughness of the work assigned.	Consistently

Other Requirements Not Identified Above

Other Related Job Information

Budget authority: Not anticipated/applicable

of direct reports: 1 Administrative Coordinator, 2 Senior Buyers, 4 Buyers, 2 Support Technicians

of schools served: As assigned

Other Related Information	Description
---------------------------	-------------

Serving the Community with Excellence

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.