

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD PROCUREMENT SPECIALIST (Range 32)

BASIC FUNCTION:

Under the direction of an assigned supervisor, train and provide direction for site staff concerning the procurement process. Lead the team while monitoring and providing guidance for the annual purchase volume while ensuring tangible benefits and value. Perform procurement duties and team training and guidance related to purchasing by specification and competitive bidding for the acquisition of general and specialized commodity areas such as: equipment, materials, supplies, technology; professional services and construction services for the District; perform duties in a cost effective, ethical, efficient, timely, professional, customer-service oriented manner in accordance with district's policies, procedures, guidelines, and applicable government regulation and laws.

REPRESENTATIVE DUTIES:

Manage the bid schedule, confirm bid dates with team and update bid schedule accordingly to avoid overlap and coverage issues; check-in with individuals assigned to project bids, request for proposals (RFP) and request for quotations (RFQ) to confirm milestones are met throughout the bidding and contract acquisition process; and aid on larger projects, job-walks and bid openings when necessary. *E*

Assist with bid protests and resolutions to ensure a smooth and timely process. *E*

Facilitate and evaluate the development (or revisions to) procurement processes and procedures including team development of procurement procedures and helping with implementation of training site staff. *E*

Lead the team in organization, reviewing workflow, setting quarterly team goals and performance tracking for proper distribution and consistency related to procurement processes and procedures. *E*

Help team navigate the bid processes and procedures by providing guidance and training related to public contract code and bid requirements. *E*

Responsible for making necessary code updates and maintaining bid document templates. *E*

Develop new relationships with vendors and support procurement team with new and existing account management. *E*

Perform procurement duties related to purchasing by specification and competitive bidding for the acquisition of general and specialized commodity areas such as equipment, materials, supplies, technology; and professional services, and construction services for the District. *E*

Prepare, review, receive and evaluate formal bid documents including RFQs, RFPs; and informal bids including Uniform Public Construction Cost Accounting (UCCAP), for the purchase of materials, supplies, and equipment according to established procedures and guidelines, assist in the preparation of recommendations for awards based on price and/or conformance to specifications. Assist in the determination of sources of supply; obtain price quotes, detailed specifications, availability, shipping and delivery information, methods of procurement, and data to complete and issue purchase orders. Negotiate with suppliers on price, delivery and terms and conditions within established guidelines. *E*

Perform clerical duties including duplicating, scanning and filing, preparing bid lists, records, catalogs, manuals and files including vendor files; preparing reports and correspondence. *E*

Communicate courteously and effectively with District departments and personnel to provide information and assistance concerning specifications, sources, prices, availability and related matters; provide recommendations concerning substitutes, alternates and sole sourcing as necessary. *E*

Enter and process data on a computerized purchasing system. Assign vendor numbers, maintain and update vendor files as required. Maintain electronic databases and files. *E*

Review processes, suggest improvements, clarify when necessary and provide training to new procurement specialists in procurement processes and procedures. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials, and equipment utilized in a school district.

Methods and procedures used in purchasing of District services, supplies and equipment.

Laws, rules and regulations related to assigned activities.

Warehouse purchasing and procurement principals, practices and procedures.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

English usage, spelling, grammar, and punctuation.

Software applications used for financial, purchasing, word processing, spreadsheets, databases, document imaging and document formatting.

Leading the work of others.

Goal setting.

ABILITY TO:

Perform a variety of procurement duties related to purchasing by specification and by competitive bidding.

Process a high volume of purchases of quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

Read, interpret, apply and explain laws, rules and regulations affecting the purchase of District supplies and equipment.

Evaluate and analyze bids and quotes to make recommendations for awards.

Obtain, negotiate and evaluate verbal and written price quotations.

Effectively communicate in oral and written form.

Interact with others with courtesy and respect; understand and follow oral and written instructions, work rules, regulations and procedures.

Meet schedules and time lines.

Plan and organize work.

Provide training.

Add, subtract, multiply and divide quickly and accurately.

Operate technology equipment and other standard office equipment.

Work confidentiality with discretion.

Establish and maintain effective working relationships with the public, community, co-workers, and all staff.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent, a Bachelor's degree from an accredited institution and two years of experience in public procurement or related field. Additional experience may be substituted for education on a year-for-year basis.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Site visits and job walks.

PHYSICAL ABILITIES:

Dexterity of hands, wrists and fingers to operate office equipment.

See to read various materials.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time; walking on uneven ground.

Exposure to marked changes in temperature or humidity.

OTHER REQUIREMENTS:

Valid California Driver's License and driving record acceptable to the District's insurance partners.

Access to a vehicle with valid automobile insurance.