



**Job Title:** Procurement Specialist

**Wage/Hour Status:** Exempt

**Reports To:** Director of Purchasing

**Pay Grade:** CP 2

**Dept./School:** Purchasing

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**Primary Purpose:**

The role of the procurement specialist is to ensure that all federal purchases by the District are in accordance with the federal procurement guidelines and local procedures.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalency  
Some college coursework in business, preferred

**Special Knowledge/Skills:**

Knowledge of federal grants  
Knowledge of federal, state and local procurement guidelines  
Effective organizational and communication skills  
Proficient in Microsoft Office, Google Docs and Google Drive  
Ability to multi-task under various conditions  
Ability to meet critical deadlines  
Demonstrate a high level of integrity, confidentiality, and ethical behavior

**Experience:**

Experience in public sector purchasing or accounting.

**Performance Responsibilities and Duties:**

1. Review vendor contracts associated with purchasing cooperatives to ensure federal compliance.
2. Ensures all federal purchases are in accordance with proper guidelines.
3. Verifies vendors are not debarred that are used for federal procurement.
4. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
5. Responsible for running reports to monitor the aggregate spend by procurement category and reporting to the Director of Purchasing.
6. Maintains all non-AISD competitively bid contracts for federal procurement.
7. Monitors shared files with federal programs to review micro-purchases.
8. Reconciles monthly various purchasing cooperative expenditures districtwide, all funding sources.
9. Performs monthly audits of all district Pcard receipts/transactions for supplies.
10. Assist with training district staff procurement card (Pcard) and procurement procedures.
11. Work on special projects as assigned.
12. Maintain confidentiality.
13. Follow district safety protocols and emergency procedures
14. Perform other duties as assigned by the Director of Purchasing.



**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

- **Mental Demands/Physical Demands/Environmental Factors:**
- **Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment
- **Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping
- **Motion:** Moderate walking
- **Lifting:** Regular light lifting and carrying (less than 15 pounds)
- **Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Wage/Hour Status:** Non exempt

**Pay Grade:** Clerical Paraprofessional 8

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the \_\_\_\_\_ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_