AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST PROCUREMENT**			PAY GRADE:	**NIS 8**
DUTY DAYS:	**260**	FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**09/08/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree in a related field from an accredited college or university is preferred. One (1) year of work experience is required.

SKILL REQUIREMENTS:

This position requires knowledge of State and Austin ISD legal framework, local policy, and administrative regulation for procurement of goods and services. This position requires the ability to obtain best value for the District by procurement methods including competitive bidding, competitive sealed proposals, request for proposals for services, negotiation, and strategic sourcing. This position requires training in specification writing, bid document preparation, and proper procurement techniques. Incumbent must be highly analytical and able to operate a personal computer effectively. This position also requires a working knowledge of the goods and services to be purchased and the ability to communicate effectively with internal and external stakeholders. Under technical and administrative direction, performs professional work of above average difficulty in the technical and administrative functions of contracting and procurement. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position acquires supplies, equipment, and services needed by the District using competitive procurement methods to satisfy requirements, limit, or lesson risk, and obtain best value. Incumbent is responsible for establishment and management of strategic source agreements and purchase orders for moderate value, moderate risk procurement projects and reviewing requests and specifications for supplies, equipment, and services to be acquired under those agreements. Incumbent develops invitations for bids and requests for proposals in accordance with all applicable laws, policies, regulations, and procedures. Incumbents must exercise good judgment in choosing vendors and products, analyzing bids, making award recommendations, and approving requisitions from schools or departments. Incumbents may contact requisitioners, suppliers, and other governmental agencies to resolve problems relating to product information. The incumbent performs a variety of purchasing assignments from policy and training development and implementation to research and anticipation of demand through receipt and acceptance of the goods and services. Work is performed under general supervision and in accordance with established policies and procedures. The employee exercises reasonable initiative and independent judgment in achieving objectives, planning work details, and making technical decisions. Advise and assist in handling fairly complex matters. This role will be responsible for developing and implementing innovative sustainable procurement practices that reduce waste and consider environmentally preferred products.

ESSENTIAL FUNCTIONS:

- Procure or supervise the timely procurement of supplies, equipment and services needed by the District in accordance with District Policy.
- Maintain the integrity of the public procurement process.

- Consult with school and department personnel on procurement needs, advise on the best methods of purchasing required goods and services, and provide technical assistance.
- Plan, administer and execute the buying procedure including preparing invitations for bids and requests for proposals, finalizing specifications and statements of work, coordinating legal and insurance results with departmental personnel, evaluating bids/proposals, and preparing contracts.
- Review and execute contracts and purchase orders within delegated authority.
- Develop and implement effective strategic source agreements based on spend analysis, market conditions, and risk.
- Monitor purchase orders to ensure that goods and services are responsive to District needs and best value is secured.
- Research best practices and develop procedures for procurement.
- Develop training modules and presents training for District employees as well as suppliers.
- Assist staff by providing technical guidance and direction.
- Communicate purchasing policies and procedures to District personnel and interpret policies and procedures, as necessary.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Sitting, wrist flexion/extension, and overhead reaching;frequent driving

Lifting: Some lifting and carrying (15 pounds)

Environment: Work in a standard office, Work with frequent interruptions, maintain emotional control under stress

PHYSICAL EFFORT AND WORK ENVIRONMENT:

This position involves working in a normal office environment and requires sitting, standing, lifting, and may require travel to campuses. Computer use is also required, and prolonged use may result in repetitive hand motion. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

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This position reports directly to the appropriate supervisor of the department.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	