



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Grant Procurement Agent

Job Summary:

The Grant Procurement Agent, under the direction of the Executive Director of Finance, coordinates and facilitates purchasing functions related to grant-funded programs and district operations. This position is responsible for ensuring compliance with district purchasing procedures, grant inventory requirements, and procurement tracking processes while supporting efficient purchasing operations across departments.

Essential Functions (May include, but not limited to):

1. Follow all district purchasing procedures and procurement guidelines.
2. Coordinate and facilitate purchasing functions under the direction of the Executive Director of Finance.
3. Prepare purchase orders by verifying specifications, pricing, and vendor information.
4. Obtain recommendations from suppliers for substitute items when necessary.
5. Secure appropriate approvals from requisitioning departments prior to processing purchases.
6. Assist with grant purchasing and develop processes to improve purchasing efficiency.
7. Coordinate purchasing, receiving, and shipping activities for grant-funded programs.
8. Maintain and monitor the district's purchasing tracking sheet to ensure all grant purchases are tracked from purchase order origination through invoice payment.
9. Ensure completed invoices are submitted to the Business Office daily at designated times.
10. Assist with inventory audits and inventory control procedures.
11. Ensure all items purchased with federal funds valued at \$100 or more are properly tagged and documented in accordance with district inventory procedures.

(Continued on the next page)

Grant Procurement Agent

Page 2

12. Develop and implement purchasing strategies to support operational efficiency and compliance.
13. Maintain accurate records and documentation related to purchasing and inventory activities.
14. Provide effective customer service and professional communication with staff, vendors, and stakeholders.
15. Perform other duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

High School Diploma required. Associate's degree in business or accounting preferred.

Experience:

Previous experience with grant programs preferred. Previous experience in purchasing, procurement, inventory, or accounting preferred.

Skills:

Knowledge of general accounting principals and financial reporting practices. Ability to utilize appropriate technology, including accounting software (preferably SchoolsOPEN), and Microsoft Office. Strong verbal and written communication skills. ability to maintain confidentiality and exercise discretion when handling sensitive information. Strong organizational skills with careful attention to detail and accuracy. Ability to accurately compute, record, and maintain financial and inventory data. Ability to prioritize tasks, meet deadlines, and adapt to changing conditions. Ability to work efficiently with limited supervision. Dependable, flexible, and willing to accept additional responsibilities as assigned. Ability to react productively to interruptions and shifting priorities.

This position is contingent upon continued grant funding and may be subject to renewal based on available resources.

(Continued on the next page)

Grant Procurement Agent

Page 3

Other requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: Criminal background check, including national and local clearance.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Job Considerations:

Certification: N/A

Type of Certification: N/A

Bargaining Unit: N/A

Salary Schedule: Full-Time, Year-Round, Grant Funded, At-Will position

Immediate Supervisor: Executive Director of Finance

Date: 5/19/2026

TM:tvS

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1218

Translation services are available upon request, please call 760-1259

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف-760-1259

Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

設有翻譯服務, 祇要提出要求, 請電: 760-1259