



PROCUREMENT SPECIALIST

Rev. Oct 2025

Job No.: 3115

Reports to: Sr. Director Purchasing & Materials Management

Dept./Campus: Business Services

FLSA Status: Exempt

Pay Grade: 301

Term: 226 Days

PRIMARY PURPOSE:

To purchase supplies, equipment, and services at the best value and in sufficient quantities required to maintain and support on-going operations of District campuses and departments. ***This position may be funded in whole or in part through state or federal grants.***

MAJOR RESPONSIBILITIES AND DUTIES

- Provide excellent customer service, including responding to calls and emails within a maximum of one business day and taking ownership of customers' procurement needs and fulfills them in compliance with applicable statutes, policies, and guidelines.
- Manage, analyze, and proactively establish means to meet district procurement requirements and identify campus and/or department needs.
- Procure district needs in assigned categories, including:
 - Proactively source awarded vendors to ensure that district's needs are generally fulfilled through awarded vendor contracts.
 - If no awarded vendor contract exists, follow and/or advise customers on the procedural requirements for purchases made through a non-awarded vendor.
 - Review and approve sole source and other exemptions.
 - Develop, issue, manage and award solicitations.
- Proactively manage and oversee complex, compliant procurements assigned for district-wide needs of the department's customers including:
 - Research, develop, issue, manage and award of assigned solicitations.
 - Work with appropriate stakeholders to develop and weigh necessary criteria to ensure fair and unbiased competition and objective measurement tools to use in the evaluation of proposals and/or qualifications, prior to the opening of proposals and/or qualifications to ensure fair and unbiased competition.
 - Submit and ensure procurement solicitations are published through a local newspaper based on applicable law and policies.
 - Review vendor responses for compliance with solicitation requirements, perform pricing analysis and contract awards that result in best value procurements for the district.
 - Oversee the evaluation process of assigned solicitations, ensuring evaluators are fair and unbiased during the process.
 - Proactively award and/or renew LISD bids/contract awards at least 30 days prior to expiration of current bid/contract awards to ensure no lapse in coverage.
- Manage and oversee program areas as assigned by the senior director:
 - Act as liaison between vendors and District staff, facilitating product and pricing information exchange, monitoring contractor performance, and mediating dispute resolution.
 - Proactive research, validate, recommend, and manage interlocal procurement contracts and reporting requirements.

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- Review purchase requisitions to ensure the requirements for processing are met before a purchase order is issued.
- Collect and organize documentation for audit or public information requests.
- Manage the vendor management within the district's finance system.
- Manage the district's procurement card ("procard") program areas managed by the purchasing office.
- Manage the contract agreement management program to ensure vendor agreements meet legal requirements, are in the district's best interest, and are stored for appropriate record retention requirements.
- Manage new school or growth procurements, providing the sourcing needs of the customers.
- Evaluate vendor performance relative to product acceptability and vendor service to include product quality, delivery performance, shipping accuracy, product packaging, invoicing, warranty support, etc.
- Attend and participate in meetings with staff to address issues as they relate to assigned areas, including planning and coordination with other departments.
- Provide training for District staff.
- Provide leadership to peers and handle the most complex categories and procurements.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School Diploma/GED. Associate degree in purchasing, business administration or related field preferred.
- TASBO, ISM and/or NIGP certification preferred.
- Experience in purchasing/buying.

Knowledge/Skills/Abilities:

- Knowledge of acceptable purchasing laws, rules, and regulations; District purchasing practices and procedures; purchasing tools and techniques; and market conditions and sources; exercises independent judgment and professional discretion in administering, advising, planning, and coordinating assigned purchasing responsibilities; and reasoning skills.
- Skill in operating standard PC software applications (word processing, spreadsheets, etc.); written and oral communications including writing bid specifications; contract negotiation; and evaluating and comparing the product specifications and cost elements.
- Ability to manage large projects and work cross-functionally, exercise good judgment and accept personal responsibility, communicate effectively in writing and speaking; prioritize, schedule and undertake concurrent work assignments; focus on and manage multiple projects/tasks, teach/train customers in spec writing, and train purchasing staff in best purchasing practices; interpret and apply technical procedures; and demonstrate strong ethical principles and understand and follow District policies, including reporting annually or as relationships change, all conflicts of interest and family

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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relationships with LISD employees.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.