



PROCUREMENT OFFICER

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.

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.

- 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



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.