

PLEASE POST

POSTING DATE

October 28, 2025

APPLICATION DEADLINE

**\*\*Until Filled\*\***



## 2025-2026 VACANCY ANNOUNCEMENT

**Position Title:** Coordinator of Procurement  
**Location:** Office of Finance - District Office  
**Salary/Pay Scale/Days:** Administrative Pay Scale / Grade 34 / 240 Days

**Requirements:**

Bachelor's Degree in business or related field. Five years of professional procurement experience, preferably in the public sector. Level III Certification through the State of South Carolina Procurement Certification training program is preferred. Certified Public Purchasing Officer designation is desirable. May require a valid state driver's license.

**Description:**

This position is responsible for the coordination and supervision of all functions related to the procurement of supplies, equipment and services, ensuring compliance with the policies and procedures of School District Five of Lexington and Richland Counties and the South Carolina Procurement Code; administers bid processes for goods and services. Supervises and reviews the work of assigned support staff, and performs related work as assigned. This position is under limited supervision.

---

**External Applicants:**

Visit the District Five application site at: <https://www.applitrack.com/lex5/onlineapp/default.aspx>, complete an External Application and indicate the vacancy for which you are applying. If you have previously submitted an application, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application. Three (3) professional references no more than one-year old are required online. One (1) must be from your current or most recent supervisor.

**Internal Applicants:**

Visit the District Five application site at: <https://www.applitrack.com/lex5/onlineapp/default.aspx>, submit an Internal Application and indicate the vacancy for which you are applying. If you have previously submitted an internal application, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application. Three (3) professional references no more than one-year old are required online. One (1) must be from your current or most recent supervisor.

---

**\*\*This deadline is for the convenience of the District. The District reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application. School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, sex, color, handicap, religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.**

AN EQUAL OPPORTUNITY EMPLOYER

Dr. Tamara D. Turner, Chief Human Resources Officer