



Job Description

Position Title:	Procurement Specialist
Job Title:	Procurement Specialist
Function:	Business Operations
Family:	Procurement

Reports to:	Director Procurement	Pay Grade:	N10
Terms of Employment:	• 230 days per year. • At-Will employment agreement. • Salary is in the pay grade N10 on the Non-Exempt SAISD Compensation Plan. • Entry hourly rate is at \$20.06 with consideration for directly related experience.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded		

Position Summary

This role is responsible for the purchase/rental of all goods, equipment, services, and construction to include quality assurance, contract monitoring, and vendor management/evaluation in support of the competitive procurement process governed by the Texas Education Agency and local procurement policies.

Essential Functions / Key Responsibilities

1. Maintains and assists with operation of office equipment/machines as needed.
2. Orient/cross trains employees, as directed by Director and Assistant Director for Procurement Services.
3. Research available sources to obtain competitive quotations to solicit fair and reasonable pricing, terms and conditions to secure the lowest and/or "Best Value."
4. Compiles and disseminate procurement related information, respond to routine/emergency customer inquiries and coordinate resolution to customer/vendor complaints.
5. Interprets and enforce strict compliance with state/local/federal purchasing directives to monitor vendor compliance, responsiveness, and performance.
6. Obtains the required approvals (Contract Administrator, Assistant Director, Director) and intermediate approvals for all acquisitions based on approval dollar limits in accordance with policies and procedures.
7. Performs general office procedures including typing, filing, processing routine emergency requisitions, purchase orders for goods, equipment, services (professional and consulting), and construction projects from Board approved contracts, sole source, cooperative purchasing programs and open market acquisitions in accordance with statutes, policies, and procedures.
8. Prepares and edits correspondence /reports to include monthly price analysis and bid evaluations.
9. Encumbers or de-obligates funding via automated requisition system for purchases.
10. Validates procurement data using the automated purchasing systems, on-line vendor ordering systems where applicable.
11. Assists with processing department reports, documents, directed by administrator.
12. Maintains and updates related cost-savings data and supporting documentation on a weekly basis.
13. Maintains knowledgeable of relevant materials management statuses, regulations, and best practices via attendance at seminars, courses, workshops, department training, personal reading, etc.
14. Serves as a liaison between Board approved vendors, purchasing cooperatives, and customers to facilitate the purchase of goods/services within a 5-7-day processing turnaround time.



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15. Participates in district and campus staff development programs that improve job related skills.
16. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency).
- 3+ years of related experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- 5+ years' experience in purchasing or financial processes.
- General knowledge of routine office procedures to include customer service, telephone etiquette, efficient and effective filing and record keeping procedures.

Knowledge, Skills & Abilities

- Complies with the Texas Educators' Code of Ethics
- Demonstrated proficiency in general office management and procedures, and in Windows based word processing, database, and spreadsheet software management applications.
- Possess excellent interpersonal and communication skills; must have high level of integrity regarding department records.
- Ability to work as a member of a team to assist department staff.
- Ability to follow oral and written instructions with limited supervision.
- Demonstrates a high level of personal integrity, collaborative leadership and high ethics with visitors and district personnel by using effective communication skills and courtesy.
- Demonstrates punctuality, reports to work, and completes assignments and duties as assigned.
- Develops and maintains effective and positive relationships with staff, students, and families.
- Keeps informed of and complies with state, district, and school regulations, including daily attendance, punctuality, and confidentiality.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports



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- None.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: _____

Date: _____

Employee Signature: _____