



Union County Public Schools

Job Description

POSITION TITLE: Purchasing – Construction Contract Specialist	TERM OF EMPLOYMENT: 12 months
DATE: 10/23/2025	DATE OF PREVIOUS REVISION: NA
FLSA EXEMPTION STATUS: EXEMPT	PAY GRADE: 24

JOB SUMMARY: Under limited supervision, the Construction Contract Specialist will perform the administrative purchasing functions of the bond and CIP projects in collaboration with the Facilities and Finance Departments. This position will ensure contractual compliance and oversight in accordance with North Carolina purchasing guidelines for schools.

ESSENTIAL JOB FUNCTIONS

1.	Manage entire bidding process from advertisement to award for assigned projects (primarily formal and information construction).
2.	Prepare monthly board agenda items and manage contract administration.
3.	Issue purchase orders and maintain/archive bid and contract agreement files.
4.	Serves as a departmental resource related to purchasing policies, applicable laws and related information.

DUTIES & RESPONSIBILITIES

1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
2.	Conducts review of project documentation to ensure that specifications are non-restrictive to competition.
3.	Create bid schedules, update bidder's lists and prepare bid documents for electronic disbursement to potential bidders.
4.	Host in-person and virtual pre-bid conferences and receive bidder questions and issue addenda.
5.	Open and evaluate bids, create bid tabulations, make recommendation of award.
6.	Issue RFQs for professional services, and RFPs for general services, and support department during evaluation and award process.



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7.	Interact with potential bidders/vendors in person, by phone and by email.
8.	Recommend changes required to ensure systems meet all applicable laws, regulations and fiscal control procedures.
9.	Review quotes from vendors, in collaboration with project managers, to ensure that they meet all requirements and specifications of the project.
10.	Participates in departmental, district level and other meetings/committees as directed by supervisor
11.	Performs other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> • Associate's degree in public or business administration or related field. • Two (2) years of procurement experience or related profession • Or equivalent combination of education and experience in procurement field that provides evidence of the knowledge, skills, and abilities required to be successful in performing the position's duties and responsibilities may be considered. • Must obtain the Certified Local Governmental Purchasing Officer (CLGPO) within 5 years of employment 	<ul style="list-style-type: none"> • Bachelor's degree from an accredited college in business or public administration or related field. • Three (3)- Five (5) years' experience bidding formal construction projects. • Purchasing experience specific to local governmental and/or school business. • CLGPO, CPPO/CPPB or C.P.M. professional purchasing certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to exercise independent judgment and initiative as applies to public procurement, and handle multiple bids concurrently.
- Knowledge of NC Public School financial systems and processes.
- Familiarity with federal and state procurement requirements, including Uniform Guidance, comprehensive knowledge of various grades and qualities of a variety of materials, supplies and equipment used by school districts.
- Considerable knowledge of North Carolina laws relating to public purchasing, construction methods, and professional services.
- Knowledge of the terminology and standard abbreviations used in purchasing.
- Ability to express ideas clearly and concisely, orally and in writing.

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or groups
- Excellent written and verbal communication, negotiation, and interpersonal skills with an adeptness at building relationships and collaborating with various departments and third-party vendors to understand their needs.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations
- Provide and deliver professional, helpful, high-quality service and assistance before, during, and after requirements are met.

PHYSICAL REQUIREMENTS

Sedentary/Medium - Must be able to exert up to 15 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or up to 5 lbs. of force constantly to move objects. Ability to lift and/or carry 30lb.s

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).



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In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.