Job Description

Director II (226 Days) -(RTP20211210-015)

Description

- Create and oversee internal policies and procedures to ensure that all procurement activities are conducted in accordance with state and local procurement and other applicable laws, Dallas ISD conflict of interest and gift policies, and Procurement Program rules and requirements, including the Commission’s rules and orders requiring a “fair and open” competitive bidding process
- Ensure that Dallas ISD complies fully with the provision of the Dallas ISD Procurement Compliance Policy
- Monitor Procurement related activities from Technology Plan development, procurement, contracting, form filing, PIA review, award, execution, invoicing, and documentation
- Report any Known, Alleged or Suspected Non-Compliance with Procurement program rules and requirements or the Dallas ISD Procurement Compliance immediately to Dallas ISD’s Superintendent
- Create and oversee an ongoing mandatory education and training program for all Applicable Personnel, including individuals who determine whether services are eligible for funding, prepare bids, communicate and/or work with Procurement service providers, Procurement consultants or USAC, perform other contractual activities related to the Procurement Program, prepare, review, approve, sign or submit Procurement applications, technology plans or other forms related to the Procurement Program, as well as Dallas ISD staff responsible for auditing and monitoring Dallas ISD’s compliance with the terms of this Procurement Compliance Agreement and with Procurement Program rules and policies
• Distribute information in a timely manner about Procurement Program rules and requirements throughout Dallas ISD, including updates and changes in the Procurement Program rules and requirements, and ensure consistent implementation of Procurement Program rules and requirements throughout Dallas ISD

• Allocate to all Applicable Personnel information about applicable (i.e., Dallas ISD, local, state, or federal) conflict of interest, donations and gift policies or rules, at least annually, as well as whenever there is a change in such policies or rules

• Create and oversee an internal auditing program of Dallas ISD’s Procurement Program activities; the auditing program should be consistent with generally accepted government auditing standards (“GAGAS”), including the requirement that such audits be performed by an independent auditor, and should be designed to ensure that Dallas ISD is complying with the terms of this Procurement Compliance Agreement, the Procurement Compliance Policy, and Procurement Program rules and requirements

• Publicize the USAC whistleblower telephone number, create, oversee and publicize the availability of an internal Dallas ISD hotline that Dallas ISD employees and other persons can use to anonymously report any known or suspected violations of Procurement Program rules and requirements, and Monitor the hotline and investigate any matter reported; the Dallas ISD hotline shall be available 24 hours a day, 7 days a week, and shall include prompts in English and Spanish

• Report regularly and at least quarterly, to Dallas ISD’s Superintendent and other appropriate supervisors about actions taken to enforce the Procurement Compliance Policy, including actions taken in response to any anonymous complaints or reports received

• Inform all Applicable Personnel that violations of Procurement Program rules and requirements may be grounds for disciplinary action, including warning, censure, reprimand, suspension and loss of pay and dismissal, depending on the severity of the violation and the repetitive nature of the misconduct

• Review all FCC Form 470s, 471s, 472s, 486s, and 500s, and documents or attachments thereto before they are submitted to USAC to ensure compliance with all applicable laws and procedures and Procurement Program rules and requirements, including all competitive bidding rules and requirements, (ii)

• Retain documents (i) as required by 47 C.F.R. 54.516, and (ii) in accordance with the guidance in the Schools and Libraries Universal Service Support Mechanism, Fifth Report and Order, 19 FCC Rcd 15808, 15823-25 (2004); Dallas ISD also shall retain all documents that are related to this Procurement Compliance Agreement, including documents relevant to determining compliance or non-compliance with this Dallas ISD Procurement Compliance Agreement

• Direct technology buyers and provide leadership and interaction with senior buyers, buyers and buyers’ assistants in the Procurement Services Department

• Serve as a liaison between Procurement Services and the Technology Services Department, source within Procurement Services Department for technology needs, information and expertise

• Interact and coordinate activities between Procurement, Technology, Legal and Risk Management Services in concert with Contracted Services

• Participate in District committees involving technology initiatives and collaborate with key contacts and assure compliance with all statutes, District policies, procedures, goals, and objectives

• Responsible and point-person for all technology procurement Board Agenda items, ensuring accuracy, timeliness, and proper authorizations

• Provide first line of oversight for all technology procurement
• Responsible for all Procurement and proper documentation of such working closely with the Procurement Department and Technology services
• Review and write requests for proposals and bids for technology products and services, ensuring compliance with district and federal and special purpose requirements
• Identify and develop sources of supply and services; schedule and conduct bi and proposal conferences
• Receive proposals and bids, conduct and oversee evaluation committee, prepare analysis using MS Excel tabulation spreadsheets, discuss and determine recommendation including vendors past performance and qualifications
• As necessary, perform administrative tasks including resolving procurement problems and filing, retrieving, researching, and distributing documents
• Analyze and identify areas of concern, work towards problem solving of issues and concerns
• Review and approve purchase orders and transactions
• Provide technical advice for the preparation and/or revision of specifications
• Administer guidance to schools and departments in securing special items required for special uses
• Offer support for the district’s MWBE participation goals
• Purchase goods and services with proper consideration given to quality, price, and delivery within proper procedures, policies, and requirements
• Keep abreast of legal requirements and regulations of purchasing for school districts including such federal, state, and local laws as may apply including but not limited to District policies and regulations
• Adhere to ethical business practices
• Performs all other tasks and duties as assigned

Qualifications

• Bachelor’s degree in a directly related field (U.S.A. equivalency)
• Ten years of directly related experience including three years of experience as a buyer in either an institutional/government or school district purchasing environment and technology buying experience, including five years of supervisory experience and administrative/regulatory experience
• Familiarity with Procurement program rules, filing procedures, legal and regulatory frameworks
• Ability to administer complex programs and ensure quality control
• Competency to setup training programs, communication programs, and outreach programs
• Indicate organizational, communication, management, budgeting, and interpersonal skills required to achieve the goals of the position
• Knowledge of the principles, procedures, and legal requirements of school district purchasing and contracts
• Understanding of the principles, procedures, and requirements of financial accounting
• Capability to assist in strategic planning and situational analysis
• Initiative to analyze data and prepare accurate reports
• Creativity to perform complex calculations and spreadsheets
• Establish effective interpersonal skills to interact with all levels of employees, staff members and the general public
- Execute planning and problem solving/investigative skills as required to research inquiries related to job responsibilities
- Ability to coordinate multiple projects and assignments; high degree of flexibility required
- Exemplary skills in both verbal and written communication
- Competency to provide information to staff in a way that maximizes productivity, efficiency, and cost-effectiveness
- Proficient Computer skills, specifically, familiarity with Microsoft Windows, Microsoft Office, and Enterprise Resource Planning Systems or specifically Oracle

Work Locations
9400 N CENTRAL EXPRESSWAY SUITE 1510
Dallas 75231
Job Director II-Purchasing
Schedule Full-time
Minimum Salary 94,819.00
Median Salary: 115,634.00
Posting Date Dec 10, 2021