

Openings as of 7/23/2025

PURCHASING AGENT (PROCUREMENT)

JobID: 621

Position Type:

DISTRICT SUPPORT/PURCHASING AGENT

[Email To A Friend](#)[Print Version](#)**Date Posted:**

6/23/2025

Location:

Finance: Procurement

Position Summary:

Under technical and administrative direction, the Purchasing Agent performs comprehensive professional work for complex and/or sensitive procurement activities in the solicitation and contracting functions of the centralized purchasing requirements of Atlanta Public Schools. This position is responsible for procuring supplies, equipment, and services in compliance with all applicable laws, policies, rules, and regulations as set forth by the Atlanta Board of Education, the Georgia Department of Education, and other federal, state, and local agencies. Technical and administrative direction is received from the Executive Director of Procurement Services. Supervision may be exercised over a team of professional, technical, and clerical staff engaged in purchasing activities.

Essential Duties:

- Must possess complete integrity and a high sense of personal and professional ethics
- Represents the Procurement Services Department at meetings with other APS departments, suppliers, and public agencies.
- Performs functions for complex and/or sensitive purchasing actions, including conducting market research, researching past expenditures, and guiding the overall solicitation process, including specification development, issuance, evaluation methodology, award recommendation, and contract execution.
- Serves as liaison between customers (schools and departments) and suppliers to ensure receipt of goods and services according to the terms and conditions and quality standards of the awarded contract; takes aggressive action to protect the district's interest if the terms, conditions, or quality standards of the contract are not followed by the successful supplier.
- Draft contracts and agreements and conduct contract quality assurance reviews.
- Reviews and executes contracts and purchase orders within delegated authority.
- Delegates authority and assigns work to subordinate staff commensurate with their qualifications and existing workload.
- Review staff work to ensure compliance with applicable laws, policies, and procedures.
- Conducts Procurement employees, vendors, and district school and department staff training in the procedures and techniques required to perform their duties.
- Assists staff by providing technical guidance and direction.
- Performs contract administration functions, including negotiating complex contracts and monitoring supplier services for prompt delivery and quality control; recommends legal review of supplier documents; participates in negotiations with suppliers and legal representation.

- Demonstrates exceptional judgment, analytical, and organizational skills in all aspects of the solicitation process and contract management.
- Maintains contact with suppliers to identify prospective vendors and encourage their participation in the APS procurement process.
- Provide input in the development and/or revision of Procurement Policies and Procedures.
- Assists in preparing and issuing various internal monthly and annual reports that accurately represent the Procurement Services Department's activities.
- Maintains current knowledge of purchasing practices through vendor contact, organization membership, trade literature, training, and trade shows.
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

Knowledge, Skills, & Abilities:

- Knowledge of business practices related to purchasing.
- Knowledge of contract laws, policies, and public procurement procedures.
- Knowledge of basic accounting principles, budgeting, and statistics related to purchasing activities.
- Skilled in personal computers and common office software and productivity tools, including MS Office, MS Outlook, Adobe Pro, and ERP systems.
- Knowledge in researching and preparing highly complex specifications, solicitations, and contract documents.
- Ability to source the appropriate suppliers to support the delivery of services and equipment, develop new supply sources, and analyze supplier responses and quotes.
- Ability to lead and facilitate supplier selections to achieve favorable quality, delivery, and price terms, ensure end-user needs are met, and deliver substantial cost savings consistently.
- Ability to create and maintain complex spreadsheets.
- Knowledge of Project/Program management.
- Ability to develop effective and cooperative working relationships with APS departments, employees, and suppliers.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Ability to effectively communicate orally and in writing, including conveying complex and technical subjects clearly, concisely, and positively.
- Ability to successfully deal with all persons fairly and equitably.
- Proven ability to work under pressure.
- Ability to maintain the integrity of the public procurement process.

Minimum Requirements:**EDUCATION:**

- Bachelor's degree from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or a closely related field required.

CERTIFICATION/LICENSE:

- Must obtain a National Certification within three (3) years after being placed in this position is required.
- National Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or the National Institute of Governmental Purchasing Certified Procurement Professional (NIGP-CPP) Certification preferred.

WORK EXPERIENCE:

- 5 years of progressively responsible experience in a public procurement department required.
- 1-year supervisory experience required.
- Prior Lawson or other ERP (Enterprise Resource Planning) systems experience preferred.
- Working knowledge of Construction procurement preferred.

Salary Grade: 129

Salary Range: [2024 - 2025 Salary Schedule](#)

Work Year: Annual

Physical Abilities and Working Conditions

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head. Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and

requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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