

Norfolk Public School District

Senior Buyer (322)

JOB POSTING

Job Details

Posting ID

322

Title

Senior Buyer

Description

Full-Time and Permanent; 7.5 Hours/Day; 252 Days/Year; 12 Months/Year

Minimum Qualifications

- Bachelor's degree in business, public administration, or a related field and at least five (5) years of progressively responsible experience in a governmental purchasing environment. A comparable amount of training and experience may be substituted for minimum qualifications.
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM), or Certified Professional Contract Manager (CPCM) required; Virginia Contracting Officer (VCO) desired.
- Exceptional understanding of basic procurement policies and laws and best practices, with the ability to understand the related applications in School Board policy and State code.
- Ability to express ideas clearly and concisely, both orally and in writing. Ability to prepare business cases and point papers for School Board and executive management.
- Excellent working knowledge of basic software office applications, including database software. Experience in web-based or ERP or finance or procurement systems.
- Basic working knowledge of project management, quantitative methods, managerial accounting, economics and budgeting.
- Extensive experience in procurement methods, specification writing, negotiating, price and cost analysis; procurement policy and procedures.
- Good background in the procurement of a variety of commodities to include goods, services, and professional services. Construction contracting experience desired.
- Ability to think creatively; prioritize tasks, take initiative, be detail oriented, and maintain a professional attitude. Excellent skills analyzing and evaluating the procurement issues/information and making recommendations/decisions and in conducting training workshops.
- Knowledge and experience in complex procurement environments and acting as a team leader or facilitator. Ability to establish and maintain effective relationships with others, including NPS officials and employees and vendors.

Nature of Position

- Responsible for district-wide procurement transactions, including complex procurements of technical commodities and services and construction, Projects conducted in accordance with the Virginia Public Procurement Act (VPPA) and NPS School Board policies, regulations and procedures. Instructs end users about laws, policies, procedures and critical issues pertaining to all procurements and ensures compliance.
- Evaluates purchase requests, solicits competitive pricing via manual and electronic digital processes, including web based systems (e.g., eVA) price agreements, state contracts, competitive sealed bids, requests for proposals, and sole source requests; assures that pricing and specifications submitted by vendors respond to the needs and that end users are being satisfied with regard to their purchase requests.
- Processes requisitions, purchase orders and contracts; and all related documents in Enterprise Resource Planning (ERP) financial and procurement system, along with other e-commerce and e-procurement applications including the district's web-based credit card system. Reviews and/or drafts procurement documents. Makes recommendations to the Buyer/Contract Manager on changes to procurement technical policy and procedural issues.
- Researches market information to evaluate vendor services, and supplies, equipment and services in assigned procurement categories. Determines best sources of supply for proposed purchases. Conducts negotiations for competitive proposals and sole source contracts.
- Visits schools, departments and vendor locations, and conducts on-site inspections and examinations of proposed procurement items, as well as vendor capability to comply with procurement requirements. Communicates school system needs in meetings and conferences held to familiarize potential suppliers.

- Reviews and formulates contracts for various good and services. Maintains contract files and administration to include entry to ERP procurement system, contract creation, contract administration, vendor relations and dispute resolution.
- Utilizes various internet-based procurement systems (eProcurement/eCommerce) for maximizing competition for all bids and proposals. Routinely uses ERP procurement/financial system, Purchase Card web application, and national or state e-Procurement systems (e.g., eVA internet system for various procurement procedures/transactions. Provides technical assistance and training to end-users on ERP procurement financial system and district's Purchase Card web application. Make software enhancement recommendations and helps troubleshoot software problems/bugs.
- Advises internal customers and management officials regarding market conditions, trends in state public procurement issues, procurement law, and trends in business laws. Evaluates and responds to internal and external questions, complaints, protests and disputes, including Freedom of Information Act requests.
- Coordinates and expedites deliveries of goods and services to meet applicable deadlines.
- Performs other duties as assigned.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$48,121.00 to \$68,061.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrator
<i>External Job Application</i>	Administrator - VDOE Licensure Not Required	<i>Internal Job Application</i>	Administrator - VDOE Licensure Not Required
<i>Location</i>	PURCHASES & SUPPLY	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	12/13/2018
<i>Internal End Date</i>	<i>General End Date</i>	01/31/2019

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Erika Ricks	<i>Title</i>	Human Resources Analyst
<i>Location</i>	HUMAN RESOURCES	<i>Phone</i>	757-628-3905
<i>Email</i>	ericks@nps.k12.va.us		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Certified Survey
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