



Job Title: **eProcurement Administrator/Senior Buyer**

Level 1 & 2

Department: **Purchasing**

Supervisor: **Director of Purchasing**

Lane Placement: **ESP Lane 14-15** *Additional Stipend Available*

Schedule: **8 hrs. / 242 days** Evaluation Group: **JCES 4**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Purchasing, the eProcurement Administrator/Sr. Buyer develops, negotiates, and administers contracts, agreements, and acquisition aspect of moderate to high dollar value, risk, creativity and complexity. Provides overall coordination of district wide E-Procurement strategies and incentives, especially those related to E-Commerce, on-line bidding, one shop portals and contract integration and acquisition of assigned goods and/or services and serves as the team leader for assigned buy group. Assists the department director as a member of the department management team providing supervision in the directors' absence. Incumbent monitor's work of other assisting in these programs (i.e. secretaries, technicians, clerks and others) as assigned. Incumbent will interface with district and school administrators, school secretaries, teachers, suppliers, and the general public.

ESSENTIAL FUNCTIONS

- Incumbent to work independently with extensive experience writing, facilitating and awarding contracts using the following procurement tools: Quotes, invitation for bid (IFB), request for proposal (RFP), reverse auction(s) ensuring flow of commodities, services and construction to the district.
- Oversee the development and implementation of industry proven eProcurement tool(s).
- Develop and maintain effective relationships with customer contracting officials to facilitate business transactions and enhance future acquisitions.
- Provide technical assistance on district issues, services, program(s), and/or computer hardware and software, etc.
- Ensure compliance with applicable federal, state, and district laws, regulations, rules, policies, standards and guidelines.
- Perform advanced research on market forces, pricing, and supply problems.
- Develop and maintain complex product specifications and standards to ensure best value, selection and pricing and to promote competition and maintain quality.
- Provide direction and guidance to schools/departments on policies, regulations, and procedures.
- Make critical purchasing decisions imparting the district budget.
- Provide training/guidance to project and cross functional sourcing teams with emphasis on electronic administration of documentation and procurement system requirements and other District policies and procedures as appropriate.
- Develop and give presentations.
- Coordinates activities of other office staff as assigned.

- Acts as a resource to provide information to the Canyons District Board of Education (as requested), District and School Administrators, district and school staff, suppliers and constituents.
- Assists department director in providing information pertaining to the public procurement and other related issues.
- Assists in the development and training for all district personnel related to purchasing procedures.
- Great writing skills - Writing, drafting and processing data, documents, and reports.
- Analyzes, summarizes and/or reviews data, report findings, interprets results and/or makes recommendations.
- Coordinates various projects and services as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor's degree involving major coursework in business, supply chain, finance or a related area preferred or equivalent experience
- Minimum of three (3) years' experience in E-Commerce administration or as a buyer with demonstrated and sustained competence.
- Requires understanding and experience with principles, theories, and practices of purchasing goods and services – preferred knowledge in the field of and experience in eProcurement . Requires experience with administration of contracts or similar agreements.
- Requires specific job experience, preferably in a public entity, business department and/or managing budgets. Knowledge of public procurement codes, rules, policies and procedures.
- Knowledge of public bidding, awarding and contracting processes and procedures.
- Requires demonstrated ability to organize and prioritize in order to manage workload. Requires ability to maintain strict confidentiality.
- Requires ability to handle multiple tasks and multiple priorities in managing workload. Ability to sustain competency and accuracy resulting from multiple responsibilities, and necessity to meet deadlines.
- Requires a thorough knowledge of District policies and procedures, pertinent State and Federal Laws.
- Lane 15 Requires:

- Bachelor's Degree involving major coursework in business, supply chain, finance or a related area.
- Professional Stipend of \$1,500
 - Certified Purchasing Manager (CPM)
 - Certified Public Procurement Officer (CPPO)
 - Certified Professional Public Buyer (CPPB)
- Requires the ability to determine appropriate responses to inquiries received.
- Excellent oral and written communication and interpersonal relation sills.
- Proficient in word processing (preferably Word), spreadsheets (Excel) and data systems.
- ERP software applications preferably with Skyward.
- Knowledge of business principles, such as purchasing, materials logistics management, business and contract law.
- Applied knowledge of business principles and analysis techniques such as price and cost proposal.
- Ability to develop solutions to a variety of moderate and complex problems.
- Understand completely and applies principles, concepts, practices and standards with full and competent knowledge of industry and District practices.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Work requires physical exertion (lifting equipment and materials, climbing, working in high places and/or awkward positions).
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.
- Must endure many interruptions.
- Will experience pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020