

**Killeen Independent School District
Job Description**

Job Title: Contracting Specialist
Reports To: Director for Purchasing
FLSA Status: Exempt

SUMMARY

Assists, reviews, negotiates, and ensures District contracts for goods or services meet Local, State, or Federal rules and regulations while supporting the purchasing and procurement efforts of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Incumbent fills in for the director for purchasing services in his absence, including supervisory responsibilities.

Maintains contract records in a centralized database (eBids & purchasing drive).

Assists with Purchase Orders, Request for Proposals, Bids, Request for Qualifications, contracts, and requests for information (Freedom of Information Act) that are processed and maintained by the purchasing department.

Confers with vendors ensuring terms and condition are consistent with contract information.

Serves staff by advising on contracting procedures from initial consideration through implementation of signed contracts.

Prepares and maintains an administrative procedure that assigns responsibilities and establishes processes for contract management.

Prepares and evaluated purchasing procedures.

Assists with determining method of procurement such as direct purchase or bid.

Assists with approving “controlled items” according to district policy.

Reviews and approves all professional and consulting services requisitions and check requests for conformance to school district policies and procedures.

Assists with monitoring gifts and donations to the district and process orders as necessary.

Supervises the maintenance of the Department’s Website information.

Assist with TEAMS Financial Software training.

Attends continuing professional education to maintain knowledge and proficiency on current purchasing laws statues, regulations, and issues.

Assists with assignment of work to staff members.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises the purchasing department staff as directed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business, Acquisitions and Contracting Management or related degree and five years of experience in contract management, purchasing or business administration.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as policies, laws, safety rules, and procedure manuals, and governmental regulations. Ability to write routine reports and correspondence and procedure manuals. Ability to speak effectively, present information, and respond to questions before groups of managers, customers, general public, administrators, principals, and employees. Ability to take detailed notes of lengthy conversations.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS

Ability to operate computer and appropriate software to support the purchasing function. Understanding of State of Texas Procurement Best Practices. Knowledgeable of Texas bidding and procurement laws. Ability to communicate via phone, internet, and email systems.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.