



AN EQUAL OPPORTUNITY EMPLOYER

PLEASE POST

Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5226
www.hcps.org

SUPERVISOR OF PURCHASING

Responsible for the management of the centralized purchasing and material management function of the school system. The work involves all aspects of public procurement including competitive bidding, requests for proposals, understanding of complex e-procurement software, cooperative procurement, inventory control, outsourcing of services, and utilization of procurement credit cards while providing outstanding customer service.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Administers and supervises the activities of the Purchasing Department which includes the Distribution Center.
- Coordinates the activities of the Purchasing Department with those of the other departments.
- Employs, trains, and supervises support service employees within the department.
- Assists in the development and administration of policies and procedures.
- Authorizes the disbursement of funds in accordance with established policies.
- Develops and employs new techniques and innovative methods of performing assigned duties using new technologies as appropriate.
- Establishes and maintains internal and external communications to keep appropriate personnel informed.
- Develops, revises, distributes, receives, and summarizes requisitions.
- Prepares designs, evaluates and issues specifications, statements of work, conducts pre-bid and pre-proposal conferences, bid openings, prepares contract documents for execution, and participates in contract administration.
- Prepares, receives, evaluates, and awards bids and proposals.
- Prepares purchase orders and performs necessary follow-up procedures to obtain delivery.
- Develops and maintains adequate and reliable sources of supply and promotes and maintains good vendor relationships.
- Supervises the administration of the procurement card program.
- Assists with the development of the bidding, procurement, and negotiations of capital projects and architectural, engineering, and construction management services.
- Coordinates and implements the Minority Business Enterprise program in accordance with State and Board of Education policies and procedures.
- Coordinates the sale of scrap, obsolete, and surplus materials and equipment.
- Administers and supervises the activities of the distribution center and the employees.
- Approves and assigns all distribution center delivery transactions.
- Assists administrators and supervisors in developing budgetary requests to meet specific needs.
- Researches and implements improvements to the procurement process in order to achieve efficiencies and cost avoidance.
- Makes public presentations to the Board of Education and others as required
- Performs other work-related duties as assigned

SALARY:

This is a twelve-month position with 15 days of annual leave. Annual salary based on the AHCATSP Salary Scale, Group P, is \$95,067.

REQUIREMENTS:

- Master's degree from an accredited college or university in the area of business administration, finance, accounting, education or a related field.

- Professional Certification preferred from the National Institute of Governmental Purchasing as a CPPO or CPPB.
- Five years of successful administrative experience in a related area.
- Proven leadership and problem solving skills.
- Excellent customer service skills.
- Effective communication skills both oral and written with diverse populations.
- Proficiency with computer technology and Microsoft Office Suite.

APPLICATION:

Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, www.hcps.org, any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, Maryland 21014. A resume will not be accepted in lieu of an application.

DEADLINE:

Applications must be returned to the Human Resources Office no later than 4:00 p.m. on August 30, 2010.

July 15, 2010

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Director of Public Information at 410-588-5203.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE