



Human Resources Office

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

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

August 25, 2022

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

PROCUREMENT INFORMATION SYSTEMS SPECIALIST

POSITION SUMMARY:

Under general supervision, serves as the functional enterprise resource planning expert for the Procurement Department.

DUTIES AND RESPONSIBILITIES INCLUDE

- Applies knowledge of ERP systems, with the ability to prepare ad hoc reports used to enhance business processes.
- Creates, tests, and implements software applications for use in procurement business processes.
- Monitors procurement systems for performance issues, such as security breaches or slow response times, and troubleshoots transactional issues within the procurement module when operational issues arise.
- Collaborates with the Office of Technology staff when creating databases to store large quantities of data, including text, images, audio, or video files, when required.
- Analyzes user and customer needs and recommends solutions as needed.
- Assists with updating and installing patches or new software versions to our existing procurement systems.
- Performs database administration tasks such as creating new databases or restructuring existing ones as requested.
- Performs month-end close in procurement software systems.
- Prepares and provides Lawson (ERP) procurement reports to include vendor information and relevant data.
- Prepares and provides procurement reports, creates, and updates Crystal Reports and develops ad-hoc reports as requested relevant to the department.
- Creates and updates custom reports as requested.
- Performs required electronic processes for mid-year and end of year inventory.
- Prepares Microsoft Office documents and spreadsheets as needed.
- Performs other work-related duties as assigned.

SALARY

Salary range based on the FY 2022-2023 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

Grade C - Salary Range: \$83,019 - \$109,542

REQUIREMENTS

- A bachelor's degree from an accredited college or university in computer science, information science, business, or related field OR an equivalent combination of education and experience which provides the required knowledge, skills and abilities deemed sufficient to prepare the applicant to successfully perform the duties of the position.
- Five years of successful experience working with an integrated ERP software system.
- Basic knowledge of Oracle, Lawson, Crystal Reports, HTML, Adobe Acrobat Writer, Photoshop, SharePoint, and Microsoft Office software programs is preferred.
- Demonstrated proficiency in Microsoft Office software programs and database programs.
- Excellent written and verbal communication skills.
- Excellent planning, organizational, and time-management skills.
- Excellent interpersonal and collaboration skills; customer-service oriented.
- Excellent critical thinking and problem-solving skills
- Able to maintain the confidentiality of information.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. *Candidates that apply by **Wednesday, September 7, 2022**, will receive immediate consideration.*

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

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