



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

January 27, 2023

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 AGENT II

### POSITION SUMMARY:

To assist the Supervisor of Procurement in the planning, organizing, and managing of the activities and staff of the centralized procurement, and material management for Harford County Public Schools. Provides supervision, guidance, and assistance to the procurement staff; collaborates with school administrators, other offices, and division heads.

### DUTIES AND RESPONSIBILITIES INCLUDE





- Provides assistance with the development and administration of policies and procedures for the procurement of supplies, materials, equipment, and services.
- Serves as department supervisor in the absence of the Supervisor of Procurement.
- Attends meetings on behalf of the Supervisor of Procurement as requested.
- Provides training to HCPS personnel regarding purchasing processes and procedures.
- Works with staff to establish quality standards for items to be purchased and prepares purchase specifications for each item in accordance with needs.
- Prepares contracts for the procurement of educational materials, supplies, and equipment.
- Prepares, receives, and evaluates bids, RFPs, and quotations and make recommendations for award.
- Performs bid analysis, value and cost analysis, and selects products and vendors consistent with existing policies and procedures. Assists other staff members as needed.
- Assists in the hiring, training, and evaluation of department staff.
- Assists in the development and implementation of procedures for use in competitive bid and negotiated procurements.
- Develops and maintains adequate and reliable sources of supply and promotes and maintains positive vendor relations through meetings and other contacts.
- Keeps current with changing needs in educational supplies and equipment.
- Performs price and spend analysis for various commodities and/or services to direct district spend.
- Assists in the management, implementation, and strategic use of procurement software.
- Utilizes E-procurement business practices including the use of procurement credit cards.
- Works closely with school staff, principals, and other school officials in the development of short-term and long-range planning in order to anticipate and satisfy organizational needs.
- Promotes a customer service orientation while adhering to statutory and regulatory requirements.
- 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 G - Salary Range: \$104,813 - \$138,298

### REQUIREMENTS

- Bachelor's degree from an accredited college or university in business or a related field.
- Certified Professional Public Buyer (CPPB) certificate from the National Institute of Governmental Purchasing (NIGP) is preferred.
- Five years of successful experience in purchasing or a related field.
- Experience with ERP software and Microsoft Office Suite software programs.
- Exemplary oral and written communication skills.
- Provide excellent customer service.
- Ability to exercise independent judgment in making decisions within established general guidelines.
- Familiar with budgeting, invoicing, and accounts payable functions.
- Ability to work effectively in a fast-paced environment and pressured conditions, maintaining flexibility as priorities change.

-  Possess skills, abilities, and a thorough knowledge of procurement policies, practices, procedures, and laws.
-  Knowledge of trends, standard practices, and principles related to public procurement.
-  Knowledge of methods employed in the preparation of specifications and analysis of bids.
-  Excellent planning, organizational skills, and attention to detail.

#### 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](http://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 **Thursday, February 9, 2023**.

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](mailto: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**