

# JOB DESCRIPTION

**Job Title** Assistant Director Procurement  
**Reports to** Director or Executive Director  
**Dept/School** Procurement & School Resources

**Job Title Code** 126026  
**Wage/Hour Status** Exempt  
**Pay Grade** 106  
**Date Revised** February 6, 2025

## Primary Purpose

Assist in managing the day-to-day activities of procurement, including general oversight of all-solicitation activities, requisition approval, and new vendor registration. Also, assist with the development and maintenance of all purchasing-related local, state, and federal policies and procedures.

## Education/Certification

- Bachelor's Degree

## Special Knowledge/Skills

- Knowledge of computerized competitive solicitation process, including ordering, purchasing, and receiving procedures
- Knowledge of local, state, and federal procurement bid requirements and law
- Knowledge of the development and preparation of procurement specifications
- Strong analytical, public relations, organizational, communication, presentation, and interpersonal skills
- Knowledge of accounting principles and the application of these principles to public school finance
- Strong analytical skills related to complex reporting and complex proposal analysis

## Experience

- Five (5) years' experience in public procurement and contract management
- Two (2) years' experience in a leadership role

## Major Responsibilities and Duties

1. Direct and assist in the preparation and development of competitive solicitations and purchase orders.
2. Verify product or service requests, and update specifications for competitive solicitations.
3. Consult catalogs for product prices, delivery, and quantity.
4. Maintain vendor performance records and ensure bid listings are kept current.
5. Oversee the purchasing categories are up to date and approved within the district's ERP system and are monitored.
6. Provide guidance with competitive sealed proposals, requests for proposals, and any other purchasing method that the department/campus needs assistance with.
7. Ensure competitive solicitations are executed for miscellaneous products such as: medical, art, library, maintenance, instructional, vocational, computer, warehouse supplies, and any other services that the district needs.
8. Maintain a professional level of confidentiality in office, regarding special projects and documents.
9. Oversee the submission of agenda board items that are accurate and timely according to local, state, and federal bid laws.
10. Assist with the development and maintenance of agenda items, training, and bid schedules.
11. Monitor bid files, records, vendor files, and catalogs.
12. Vendor performance records are monitored and maintained, with reviews and analyses conducted on a monthly basis.
13. Ensure all templates related to bid solicitations, vendor correspondence, and checklists are implemented and up to date.
14. Ensure accumulative and aggregate reports are updated every month.
15. Review and approve new vendors.



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16. Train and provide guidance to assigned personnel to include development of professional development training plans for buyers.
17. Assist with the development of training materials for departments and vendors.
18. Maintain and develop databases for reporting metrics, contracts, bids, and board items. expenditures, etc.
19. Assist with open records and audit request.
20. Troubleshoot any procurement system issues related to the category of items, vendor set-up, requisitions, bids, and system approvals.
21. Work with vendors to resolve any issues related to contract compliance.
22. Ensure all buyers, contract specialists and purchasing agent are approving requisitions in a timely manner.
23. Oversee that RFP awards and contracts are entered into the contract module on a timely basis.
24. Oversee that the expiring report is being evaluated and reviewed and alert departments of upcoming expirations to active RFP Awards and Contracts.
25. Oversee the distribution of solicitations amongst buyers.
26. Attend meetings that require procurement guidance to support district goals.
27. Attend professional development training related to procurement and leadership.
28. Perform other duties as assigned.

### Supervisory Responsibilities

29. Define job performance expectations, evaluate direct reports' activities, conduct performance conferences, and develop training options and improvement plans for each employee.
30. Promote a positive organizational climate that is informative, timely, and responsive.
31. Ensure employees uphold and adhere to safety rules and policies of the district.

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress and works with frequent interruptions, occasional prolonged and irregular hours. Prolonged use of the computer, repetitive hand motions.

### Terms of Employment

226 days; salary to be established by Board of Trustees

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

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_



## **JOB DESCRIPTION**

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.