

Job Title: Executive Director, Procurement and
School Resources

Wage/Hour Status: Exempt

Reports to: Chief Financial Officer

Pay Grade: 109

Dept./School: Procurement and School Resources

Date Revised: November 1, 2023

Primary Purpose

Direct and manage the district's centralized procurement processes. Develop and implement procurement procedures to process bids, contracts, and purchase orders in compliance with state and federal laws, and regulation and District policies. Coordinate and supervise Warehouse, Fixed Asset Management, Permanent Records, Surplus and Salvage, and Instruction Material Departments.

Qualifications

Education/Certification

Master's Degree in Business or related field from an accredited university

OR

Bachelors Degree in Business or related field from an accredited university AND valid Certified Public Procurement Officer (CPPO)

Valid certification from Texas Association of Business Officials (TASBO) preferred

Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability Resource Guide
- Knowledge of legal requirements of public purchasing and contract management
- Knowledge of generally accepted accounting principles and the application of these principals for public school finance
- Ability to use data processing applications and technology
- Ability to interpret and analyze educational purchasing laws, local policies, procedures, guidelines
- Ability to manage budget and assigned personnel
- Ability to develop, analyze, and disaggregate data
- Strong analytical, public relations, organizational, communication, presentation, and interpersonal skills

Experience

Five (5) years related experience in procurement, contract management, and warehouse/logistics functions

Three (3) years supervisory experience

Major Responsibilities and Duties

1. Supervise and administer procurement services, to include the purchase of capital equipment, supplies, materials, and contract services (including personnel and construction).
2. Manage and monitor procurement contracts, to ensure performance in accordance with contract terms and conditions.
3. Consult with vendors and manufacturers to maintain current knowledge of product developments, prices, and availability and services.
4. Keep abreast on economic and business conditions affecting procurement policies and make decisions relevant to those conditions.
5. Establish current and long-term priorities for procurement of goods and services to support an effective operation of the district.
6. Develop, implement, and evaluate policies, procedures, and controls relative to a comprehensive procurement program; ensure compliance with applicable laws and regulations.
7. Direct activities of departmental staff in the development of bid specifications, vendor negotiations, and requests for quotations, qualifications, and proposals.
8. Supervise the maintenance of district approved vendor lists and vendor performance data to ensure maximum competition and quality of service.

9. Coordinate with appropriate departments to ensure goods and services received, paid, returned in accordance with established procedures and timelines.
10. Responsible for the development and administration of the department's annual budget.
11. Attend Board meetings regularly and prepare reports and presentations, as required.
12. Ensure that the department is supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.
13. Direct the development and preparation for the purchase of supplies, equipment and service.
14. Anticipate and project to the greatest extent possible, future materials and services requirements and have purchase solutions in place when needed.
15. Write and supervise the writing of bid specification, bid and proposal packages, and purchasing related contracts.
16. Prepare reports and make presentations and recommendations of bid results for Board of Trustee's approval.
17. Administer the District's Copier Contracts as necessary.
18. Maintain bid files, records, vendor file, catalogs, policies, rules, dates and regulations.
19. Approve requisitions entered in the system and send approved purchase orders to district requisitioners or approved vendors.
20. Oversee the receipt and distribution of textbooks to assure timely distribution to campuses to meet the needs of EPISD students.
21. Follow state laws and regulations regarding textbook funds provided by the state.
22. Oversee the collection, storage, and disposal of district surplus and salvage items.
23. Provide training on procurement and school resource processes, management, and TEA program requirements to campus & central office administrators and staff.
24. Interface with Technology Services to test, develop, implement, document, and provide suggestions for future software enhancements.
25. Develop operating manuals for respective areas of responsibility, to include related policies, procedures, and services.
26. Perform other duties as assigned by supervisor.

Personal Management

27. Define job performance expectations and evaluate the activities of subordinate staff and evaluate job performance, conduct conferences, and develop training options and improvement plans to ensure the best operations of each unit.
28. Promote a positive organizational climate that is informative, timely, and responsive.
29. Ensure staff remain current on District and department policies, procedures, and all administrative guidelines.

Communication and Community Relations

30. Demonstrate awareness of the district's community needs, articulate to the public the school District's mission, and solicit its support in realizing the mission.
31. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work frequent prolonged and irregular hours. Frequent Districtwide travel.

Terms of Employment

226 days; salary to be established by the 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 a copy

Employee: _____

Date: _____

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, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.