



## **Job Description**

**Job Title:** Procurement Coordinator

**Job Class:**

**Job Classification:** Exempt

**Supervisor:** Director of Procurement

**Pay Grade:** 40

**Contract Length:** 245 Days

### **Job Summary**

This position is responsible for procurement, negotiations, contract development and contract administration of complex, high dollar procurements for services/goods including complex software and hardware purchases. This position is responsible for ensuring NNPS maintains ethical, effective and timely handling of all procurement activities. Ensures compliance with Commonwealth of Virginia procurement laws, regulations, procedures, and school board policies. Serves as the procurement lead and provides guidance to stakeholders and staff through the entire procurement process. Coordinates procurement activities, writes reports and provides briefings to management as needed. This position assists in the day to day administrative operations of the procurement office to include approving purchase requisitions and assigning to appropriate Procurement staff.

### **Essential Duties**

1. Exercises day-to-day oversight of NNPS' contract functions, including vendor relations, establishing contract standards, contract development, administration, and compliance with school board policy, Commonwealth of Virginia and Federal procurement regulations.
2. Practices general oversight of contracting processes, including interpretation of state and federal (grant) laws and NNPS procurement and contracting policies and practices, and assists NNPS in developing and revising existing policies.
3. Optimizes procurement process, and provides guidance/assistance in the negotiation or renegotiation of new and existing agreements or statements of work. Ensures readability and comprehensibility of procurement documents, agreements and contracts, while consistently adhering to district policies, standards and legal requirements.
4. Review and manage contractual obligations and provide continual review to ensure that all terms and conditions are met and to ensure good customer relations while also representing the interests of the district.
5. Monitors supplier and service provider performance; effectively communicates and collaborates with suppliers and service providers on contract terms and manages dispute resolution.
6. Assigns requisitions to the Procurement staff. Approves purchase orders within established delegated authority.
7. Actively partners with stakeholders in order to understand the scope of work/statement of needs; develop contract language for deliverables and program requirements. Works closely with the district legal counsel on complex contracts. Ensures records retention compliance consistent with school board policy, Commonwealth of Virginia and Federal procurement regulations.
8. Select and deploy appropriate procurement and contracting methods, consistent with NNPS and VPPA requirements.

9. Conducts research and analysis on division requirements received from schools/departments to ensure that strategic, long term division-wide goals and objectives are addressed in the procurement process to maximize benefits to the division.
10. Reviews and assists the procurement staff in the preparation of Requests for Quotation (RFQ), Invitations for Bid (IFB), Requests for Proposal (RFP), and in the contract process, including the development of contract language, technical specifications, evaluation techniques, selection of vendors/contractors.
11. Establishes and maintains relationships with prospective bidders and offerors to obtain clarification and technical knowledge of goods and services offered and to stay abreast of market conditions affecting NNPS requirements or potential requirements; monitors contractor performance and provides guidance and direction to assist suppliers in maintaining/resuming satisfactory performance.
12. Establishes and maintains contract termination tracking process to ensure that solicitations are issued prior to contract maturity.
13. Prepares reports and formal correspondence.
14. Develops, recommends, and maintains public contracting policies and procedures; and updates solicitation formats to comply with changes in government procurement laws, regulations and/or policies.
15. Assists with P-card administration and FOIA requests, as needed.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### **Other Duties**

1. Performs any other related duties as assigned by the Director of Procurement or other appropriate administrators.

#### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

#### **Minimum Qualifications**

Must possess a Bachelor's degree in business, public administration, or a related field and at least five (5) years of progressively responsible experience in a governmental purchasing environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess experience in preparing/processing RFP's, RFQ's, and IFB's. CPPO, VCO, or similar certification required; VCARM or similar certification preferred. Must possess considerable knowledge of governmental procurement law; and the ability to analyze/interpret legislation, policies, procedures, and procurement documents. Must possess considerable knowledge of, and the ability to practically apply, governmental purchasing concepts, techniques, and principles to include "best practice" control and monitoring techniques, complex contract provisions, basic terms & conditions as well as commodity specific terms & conditions, and bonding/insurance requirements. Must possess the ability to make sound purchasing recommendations/decisions supported by legally defensible justification/substantiation. Ability to apply broad computer technology in a wide array of purchasing functions.

Must possess excellent communication, analytical, negotiation, and interpersonal skills. Demonstrated ability to successfully handle conflicts and pressures associated with meeting deadlines, reviewing and administering contracts. Must possess the ability to establish/maintain effective working relationships with the vendor community, school division personnel, and the general public.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; to bend, stoop, walk and reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** n/a

**Supervision Received:** Director of Procurement

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Procurement Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Procurement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

**Approvals:**

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| Supervisor | Date |
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**I acknowledge that I have received and read this job description.**

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| Employee Name (Print) | Signature | Date |
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08/2025

