

Category CLASSIFIED
Location Ed Center
Work Status Full Time

PROCARD ADMIN/BUYER - PROCUREMENT HR:8104

Description

PROCARD ADMINISTRATOR/BUYER - 1.0 FTE
PROFESSIONAL TECHNICAL POSITION
PROCUREMENT AND MATERIALS MANAGEMENT DEPARTMENT
DEADLINE: MAY 22, 2008

RESPONSIBILITIES:

- *Provide direct administration and supervision of the BVSD ProCard Program involving 700+ cards.
- *Coordinate program policy issues, provide/oversee training on use of card, coordinate and maintain internal controls and maintain policy and cardholder guides/manuals.
- *Ensure District purchasing is conducted in compliance with District Board of Education policies and procedures.
- *Purchase equipment, supplies, services, and warehouse inventory items.
- *Develop and issue competitive solicitations including requests for quotation and sealed bids. Solicit and evaluate responses.
- *Negotiate and establish vendor discounts for catalog and/or procurement card purchases.
- *Maintain effective communication with schools and departments, vendors and the general public.
- *Publish purchasing information and pricing on internal District website.
- *Meet with prospective and existing vendor sources to maintain knowledge of current products and services.

QUALIFICATIONS:

- *Bachelor's degree from an accredited college or university in a related field or any combination of training, education and experience which provides similar skills.
- *Minimum three years of demonstrated experience in public purchasing, including development, issuance and evaluation of competitive solicitations. School or public purchasing experience preferred.
- *Colorado driver's license/good driving record required. Must meet minimum District insurance requirement.
- *Knowledge of purchasing trends, laws, regulations and practices.
- *Demonstrated customer service skills.
- *Experience with procurement computer systems desirable.
- *Effective verbal and written communications skills
- *Excellent organizational and interpersonal skills.
- *Intermediate skill level with Microsoft Word, Excel and Access; must be able to independently produce quality documents.
- *Ability to independently manage multiple projects, set priorities, and meet all necessary deadlines.

SALARY: \$50,014.00 - \$51,649.00

Apply on-line at www.bvdsd.org (in-district transfers, be sure to select that you are a current BVSD employee). If you do not have internet access, a computer is available in the Human Resources Division, Education Center, 6500 E. Arapahoe, Boulder, Colorado.

The Boulder Valley School District is committed to providing a challenging educational experience for all its students. The district serves a diverse community that demands educational excellence. The communities of Boulder, Louisville, Lafayette, Superior,

Broomfield, Nederland, Ward, Jamestown and Gold Hill cover approximately 500 square miles and serve an estimated 205,500 residents, with an enrollment of over 28,500 students. The University of Colorado and many nationally known companies are located within our boundaries. Many year-round recreational activities are available in the Boulder area.

The Boulder Valley School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex or disability in admission or access to, or treatment of employment in its educational programs or activities. Inquiries concerning Title VII, Title IX Section 504 and ADA may be referred to the office of Legal Counsel, BVSD, 6500 E. Arapahoe Road, Boulder, Colorado 80303, 303-245-5903, or the Office for Civil Rights, U. S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, 303-844-5695. For further information about Boulder Valley Public Schools, please visit our Web Site at: www.bvsd.org