

Director of Procurement and Materials Management

*This position opens on **November 23, 2021** and closes **December 26, 2021**.*

*First consideration will be given to those applications submitted through **December 12, 2021**.*

DESCRIPTION

Under the Direction of the Chief Operating Officer, the Director of Procurement and Materials Management is responsible for directing all procurement and Logistic Center operations of the Howard County School System including the oversight of the purchasing of materials, supplies, equipment, construction and construction services and professional services. The Director of Procurement and Materials Management leads the supervision of all procurement, vendor contracting, supply, warehouse, and distribution services.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

ESSENTIAL POSITION RESPONSIBILITIES

- Leads the Procurement and Logistics Center operations to meet the materials and service requirements of the Howard County Public School System.
- Oversees the management, execution, and administration of contracts such as building services, pest control services, consulting services, major computer software and hardware equipment, vehicles, construction projects, and other complex contracts. Advises senior management on policies, procedures, and related purchasing information.
- Provides oversight on all procurement activities in compliance with federal, state, and HCPSS procurement policies and procedures. Manages, monitors, and initiates contract renewals, modifications, and extensions of contracts.
- Operates a wide range of software applications including Microsoft suites, Google, and other cloud-based open-sourced software applications such as for contract management programs. Evaluates, make recommendations, and develops district-wide purchasing policies and procedures for the implementation.
- Guides and supervises procurement, vendor contracting, supply warehousing & distribution, inventory management to maintain efficient operation of those services, including the assignment, supervision, and evaluation of personnel.
- Develops and implements procedures and guidelines for the contracting and procurement process, including the acquisition of capital and operating materials, goods, and services.
- Operates in conjunction with the General Counsel's Office to ensure legal compliance.
- Operates with the finance staff to ensure sufficient funding and works with vendors to obtain pricing, delivery, and other procurement-related information.
- Ensures compliance with all applicable federal, state, and county rules and regulations, e.g., OSHA, DOE, EPA, DOD, DEP, and other agencies having jurisdiction over the products and services required.
- Participates in Board meetings on procurement related actions as required.
- Serves as the Minority Business Enterprise Liaison to the Maryland Public School Construction Program and the Howard County Government.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree from an accredited college or university in finance, accounting, public administration, business management or a related field.

Experience:

- Five (5) years of experience in procurement, subcontracts, logistics, materials management, and/or warehousing that includes experience executing contracts for complex and highly technical equipment and/or services.
- Three (3) years of supervisory experience.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in finance, accounting, public administration, business management or a related field.
- Purchasing certification such as Certified Public Procurement Officer (CPPO) or Certified Purchasing Manager (CPM).
- Five (5) years of procurement experience in a PreK-12 public school setting.

EMPLOYMENT INFORMATION

This is a full-time position in the Administrative, Management, and Technical (AMT) employee unit. The current starting salary range for this position is \$120,000 - \$174,817. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Currently all full-time and part-time HCPSS staff are required to provide proof of full Covid-19 vaccination or undergo weekly testing.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school

system.

For questions regarding this vacancy, please contact:

Nicole Carter
Executive Director
Office of Human Resources
(410) 313-6691
nicole_carter@hcpss.org

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer and Prohibits Discrimination, Harassment, and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants; and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.