

BUYER

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Manager of Purchasing, this position is responsible for the procurement of supplies, equipment, and services in support of the school system in the commodity areas of building maintenance, grounds care, technology, vehicles, food and nutrition safety, as well as environmental and risk management. This position will also be responsible for the creation, examination, and administration of contractual agreements in support of the school system's operations.

ESSENTIAL POSITION RESPONSIBILITIES

- Prepare solicitations for the procurement of supplies, equipment, and services through an open and competitive process.
- Prepare award recommendations for the Board of Education.
- Conduct pre-bid meetings, oral presentations, etc. with suppliers and contractors.
- Utilize the Internet to post the Purchasing Office's solicitations, contract awards and other pertinent information for the public and for HCPSS personnel.
- Process purchase orders and develop critical reports and processes by way of the school system's Workday software.
- Work closely with various departments and staff to develop bid documents and resulting contracts to meet their specific requirements.
- Work closely with the Finance and other departments to resolve conflicts and to ensure timely processing of payments.
- Work closely with the school system staff as well as vendors and contractors to ensure that all projects comply with delivery and other contract provisions.
- Work closely with contracted professional consultants including architects and engineers.
- Uphold and enhance the standing of the Purchasing Office by maintaining a sound standard of integrity in relationships with contractors and with HCPSS personnel.
- Develop and maintain adequate controls, records, and files.
- Other duties as assigned

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.

Applicants must meet the criteria in ONE of the rows below.	
High school diploma or GED equivalent	Ten (10) years of purchasing, sourcing, procurement, supply chain management, operations management, or logistics experience.
Associate degree in Business Administration, Supply Chain Management, Operations Management, Logistics, or a related field of study.	Eight (8) years of purchasing, sourcing, procurement, supply chain management, operations management, or logistics experience.
Bachelor's degree in Business Administration, Supply Chain Management, Operations Management, Logistics, or a related field of study.	Six (6) years of purchasing, sourcing, procurement, supply chain management, operations management, or logistics experience.
Master's degree in Business Administration, Supply Chain Management, Operations Management, Logistics, or a related field of study.	Four (4) years of purchasing, sourcing, procurement, supply chain management, operations management, or logistics experience.

PREFERRED QUALIFICATIONS

- CPM, CPPO, or CPPB certification.
- Experience with utilizing MS Office Suite, SharePoint, MS Teams, and Google Docs and Sheets
- Experience in PreK-12 public education or government setting.
- Experience with Workday, eMaryland Marketplace advantage System, or another procurement management software.
- Knowledge and experience with applying *COMAR* Title 21 and other Maryland state procurement laws, regulations, policies, and procedures.

SELECTION REQUIREMENTS

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25 on the Technical Central Office and School Based salary scale, \$79,880 - \$126,696. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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

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, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

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 any other characteristic protected by federal, state or local laws.