

Procurement Specialist

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 Purchasing Manager, the Procurement Specialist is responsible for preparing solicitations for the procurement of supplies, equipment and services, conducting pre-bid meetings, and preparing award recommendations for the Howard County Public School System (HCPSS) Board of Education. The Procurement Specialist works closely with school system staff, suppliers, and contractors to ensure projects and products comply with delivery and contractual provisions.

ESSENTIAL POSITION RESPONSIBILITIES

- Consults with HCPSS department teams to determine purchasing needs and prepares solicitations for supplies, equipment, and services.
- Reviews purchasing requests to determine best methods (quotes, bid, or request for proposal) to obtain competitive pricing for good and services.
- Posts bid solicitations to eMaryland Marketplace Advantage (eMMA), HCPSS's website, and other electronic methods as required.
- Conducts pre-bid meetings, evaluates received bids and proposals, prepares award recommendations for the Board of Education, and conducts debriefing meetings once bids are approved.
- Processes award letters, contract changes and/or renewal letters, and maintains contract documents.
- Reviews and approves purchasing orders and respond to daily inquiries and general purchasing requests. Provides instructions and training as necessary on the HCPSS procurement process.
- Works closely with internal and external HCPSS stakeholder groups including Finance, Budget, Technology, Operations, school-based sites, suppliers, other school districts, and the Board of Education as related to the procurement of supplies and services.

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 qualifications listed below to be considered for the vacancy.

Education:

- Bachelor's degree from an accredited college or university in business administration, supply chain management, operations management, or a related field.

Experience:

- Five (5) years of procurement experience.

PREFERRED QUALIFICATIONS

- Possession of a CPPB, CPPO, and/or CPM certification.
- Three (3) years of experience in technology procurement and/or school construction/facilities procurements.
- Three (3) years of experience working in an educational and/or government institution.
- One (1) year of experience utilizing contract management software.
- Experience with Workday financial software.

SELECTION REQUIREMENTS

Applicants who meet the minimum 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 and preferred qualifications 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).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696 on the Technical Central Office and School-Based salary scale. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may be eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

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 documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) 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.