

## **Purchasing Manager**

*This position is open to current HCPSS employees in the Department of Purchasing.*

The Howard County Public School System (HCPSS) is one of the top 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 Director of Procurement, the Purchasing Manager directs and manages purchasing activities of the school system. The Manager will assume a leadership role in training, evaluating, and supervising professional and clerical work activities within assigned areas of responsibility. This person shall act as lead buyer and perform the more difficult procurement tasks relating to such work. In the absence of the Director of Procurement, the Manager shall be the contact on matters relating to procurement functions, including representing the Director of Procurement at selected meetings and serving on various committees. This person shall be a liaison to HCPSS schools, offices and vendors.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Manage, coordinate, and oversee a major segment of purchasing office functions, including critical procurement programs.
- Organize and conduct meetings, oral presentations, and training sessions as required with staff, contractors and school administrators.
- Manage and coordinate the procurement, warehousing, inventory control and distribution of school and Central Office supplies.
- Develop and monitor budgets for Purchasing Office, school furniture, Central Office, and school supplies.
- Organize, coordinate, and prepare staff development training sessions covering critical topics regarding adherence to current state laws and school board policies as they relate to purchases and programs.
- Write, review, award, and negotiate contracts of various kinds of products and services. Develop specifications for bid solicitations. Prepare, negotiate, and administer awards for less than \$50,000, and make formal recommendations to the Board of Education for awards exceeding \$50,000. Coordinate with appropriate staff for the proper contract execution.
- Develop, review, and monitor standardization programs for furniture, supplies and equipment, and oversee the procurement, distribution and inventory of furniture, equipment, supplies and services.
- Perform advanced research on market conditions, pricing, supply problems, and develop and screen specifications to make purchasing decisions. Track supplier performance.
- Work closely with senior administrative staff to give direction and guidance in coordinating purchases for new schools and schools undergoing renovations.
- Facilitate vendor relations and processes regarding bidding, billing, and account management.

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.**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
High school diploma or GED equivalent.	<p>Eight (8) years of progressive work experience in the procurement field, supply chain management, operations management, logistics, or related field with supervisory and procurement management experience.</p> <p>Must possess one of the following certifications:</p> <ul style="list-style-type: none"> <li>• Certified Public Procurement Officer (CPPO)</li> <li>• Certified Professional Public Buyer (CPPB)</li> <li>• NIGP Certified Procurement Professional (NIGP-CPP)</li> </ul>
Associate degree in business, supply chain, operations, logistics, management, or related area.	<p>Six (6) years of progressive work experience in the procurement field, supply chain management, operations management, logistics, or related field with supervisory and procurement management experience.</p> <p>Must possess one of the following certifications:</p> <ul style="list-style-type: none"> <li>• Certified Public Procurement Officer (CPPO)</li> <li>• Certified Professional Public Buyer (CPPB)</li> <li>• NIGP Certified Procurement Professional (NIGP-CPP)</li> </ul>
Bachelor’s degree in business, supply chain, operations, logistics, management, or related area.	<p>Five (5) years of progressive work experience in the procurement field, supply chain management, operations management, logistics, or related field with supervisory and procurement management experience.</p> <p>Must possess one of the following certifications:</p> <ul style="list-style-type: none"> <li>• Certified Public Procurement Officer (CPPO)</li> <li>• Certified Professional Public Buyer (CPPB)</li> <li>• NIGP Certified Procurement Professional (NIGP-CPP)</li> </ul>

**PREFERRED QUALIFICATIONS**

- Master’s degree in business, supply chain, operations, logistics, management, or related area.
- Five (5) years of procurement experience in a PreK-12 school or governmental setting.
- Experience utilizing Workday or a similar Procurement Management System.

**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 Association of Supervisors and Administrators (HCASA) Non-Certificated Supervisory (NCS) employee bargaining unit. The current salary range for this position is \$104,799 - \$155,575. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA NCS 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 is eligible for telework for up to two days per week. Approval is based on the needs of the department and the school system.

### **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, and transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@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.