

**GOOCHLAND COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE Purchasing Officer/Financial Analyst	LOCATION: Central Office
	WORK SCHEDULE: 260 days
IMMEDIATE SUPERVISOR: Chief Financial Officer	SALARY SCALE: Unified Scale, Level H or I, depending on experience
SPECIAL REQUIREMENTS/DIRECT/INDIRECT REPORTS: Bachelor's degree in business	FLSA STATUS: Exempt

ESSENTIAL DUTIES:

(These are intended to provide examples of the various types of work performed. The omission of specific responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Perform routine operations of the Finance department focused mainly on procurement duties but including accounts payable, miscellaneous receivables, grants management, budget monitoring, and cash management, as time allows, to assist the Supervisor of Financial Services and Chief Financial Officer in maintaining adequate cross-training and internal control practices with other School Board staff. Specifically:

- Co-develop with the Chief Financial Officer revisions to procurement policies as well as prescribe and administer operational procedures governing the procurement functions of all departments, and the disposal, transfer and reutilization of vehicles and equipment. Establish, maintain, and disseminate guides, manuals and other documents regarding procurement policies and procedures. Develop and conduct procurement training and provide support services for software systems used to facilitate purchasing.
- Insure compliance with policies and legal requirements by reviewing and monitoring contracts and procurements conducted by all departments, including schools using their student activity funds. Receive and verify requisitions and purchase orders, administering the approved small purchasing policy based upon established budget amounts.
- Assist user departments in developing specifications, scope of work, invitation for bid/request for proposal criteria, providing direction as to proper preparation of procurement documents; review procurement requests for accuracy and completeness; ensure compliance with legal requirements (principally the Virginia Public Procurement Act and federal Uniform Grant Guidance), best procurement and standard business practices. Prepare formal solicitation packages, supervise public openings of sealed competitive bids; analyze bid results for compliance to original solicitation specifications, terms, and conditions, applicable State laws and procurement guidelines; prepare recommendation of acceptance or rejection of bid/proposals based on analysis; organize meeting for evaluation of proposals.
- Maintain the integrity of the public procurement process. Establish and maintain procurement files. Establish annual contracts and a schedule of renewal deadlines for the purchase of supplies, services and construction. Assist in administering or managing the procurement card program.
- Research market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of goods and services. Make recommendations regarding the use of eVA,

Goochland County Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

cooperative purchasing contracts, and quantity discounts.

- Assist Information Technology and Finance staff with procurement, electronic filing and other compliance requirements for the federal e-Rate program; including the maintenance of all e-Rate related files in preparation for potential audit by the USAC Schools and Libraries program.
- Assist user departments with vendor relationships and contract disputes or performance issues.
- Perform other duties as assigned by Supervisor of Financial Services and Chief Financial Officer.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires the ability to work with minimal supervision accurately, with attention to detail. Requires the ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others. Must be proficient in the use of current computer software for the office: word processing, spreadsheet, presentation, database applications, Internet, e-mail, basic research, and electronic data communications.

EDUCATION AND EXPERIENCE:

Required: Bachelor's degree with 3 years of accounting, grants management or procurement experience.

Preferred: Prefer degree in accounting, business, or finance. VCO certification from the Virginia Institute of Procurement, Certified Public Procurement Officer, Certified Professional Public Buyer or equivalent preferred. VCO certification must be obtained within two years of being placed in this position.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL CONDITIONS:

Administrative work typically performed in an office setting: may include frequent walking, some lifting of moderately heavy objects, and regular use of computer. Frequent contacts made at all organizational levels (internally and externally) for purpose of achieving organizational goals. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Periodic travel to school sites throughout the County and periodic state or regional travel, including overnight stays may be required.

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