Job Title:	Procurement Specialist – Bond Program	**Wage/Hour Status:**	Exempt
Reports to:	Division Manager Bond Program	**Pay Grade:**	Administrator 2
Dept. /School:	Facilities – Bond Program	**Date Revised:**	11/15/2017

Posted position is for July 1, 2016 – June 30, 2017. All Bond Program designated positions and personnel continued employment are contingent on the availability of designated bond funds and are not guaranteed.

Primary Purpose:

Facilitate purchase orders, invoices, and pay applications engaged on Mansfield ISD's Capital Improvement Bond Program Projects. Responsibilities include but are not limited to application for payment verification, budget compliance, records retention, and time management.

Qualifications:

1. Bachelor's Degree in Business Administration, Accounting, Finance or directly related field preferred, with five years directly related experience and/or training; or ten years experience in lieu of degree may be considered.
2. Computer skills, specifically, familiarity with Microsoft Windows, Microsoft Office Professional, and statistical/accounting software application.
3. Effective interpersonal skills to interact with all levels of employees, staff members and the general public.
4. Demonstrated planning and problem solving/investigative skills as required to research inquiries.
5. Ability to coordinate multiple projects and assignments; high degree of flexibility required.

Major Responsibilities and Duties:

6. Interact with program managers(s) involving procurement of architectural and engineering services.
7. Serve as liaison between Construction Services and Purchasing Department in dealing with RFQ's, SOQs and the procurement process.
8. Assist in qualifying and evaluation firms proposing to provide services with respect to the current Bond Program.
9. Interact with the program manager(s) involving procedural issues and timely assembly and distribution of reports.
10. Become familiar with various contract forms and procurement methods and monitors compliance.
11. Interact with the program manager(s) involving work flows and protocol.

12. Serve as liaison between MISD operations and maintenance personnel in dealing with design issues related to design, renovation and construction of facilities.
13. Implement assigned program including interpretation of district policies and procedures, adherence to program processes, and compliance with regulation.
14. Organize and manage routine work activities of the office, with an emphasis on prioritizing tasks and time.
15. Coordinate activities of clerical staff as direct by supervisor.
16. Ensure the proper processing District forms.
17. Perform other task and duties as determined by the Associate Superintendent.

Safety:

18. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventative safety.

Other:

19. Perform disaster duty when needed.
20. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
21. Other duties as assigned.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:

- Must be able to regularly drive to multiple locations.

WORK ENVIRONMENT:

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Works in a typical business office environment.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.