



**Memo:** The goal of this position is to create and lead a successful NKCES Procurement Program that is unique to our regions needs. This would include professionally moving away from KPC once a solid foundation is established which includes a sustainment plan to ensure success year over year.

**Position Title: Procurement Manager**

**Job Goal:** NKCES is looking for an astute procurement officer to design, oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. Ultimately, a top procurement manager should be able to sustain trusted relationships with vendors, negotiate best price items and ensure that all purchases comply with state procurement law.

**Certification**

- BS degree in supply chain management, logistics or business administration or similar field
- 2+ years of experience as a procurement officer or in a similar position
- Proficiency in Microsoft Office, Google Suite, and purchasing software
- Strong communication and negotiation skills
- Good analytical and strategic thinking skills
- Supervisory and management experience
- Attention to detail

**Duties**

- Developing sound, cost-effective strategies for the purchasing of materials used by the participating NKCES districts
- Researches and maintains a thorough understanding of Kentucky purchasing policies to include Administrative Code, State Statutes and guidelines with regard to school based purchasing and bid processes to be able to provide definitive guidance in this area
- Ensures vendor compliance with procurement and procurement-related law/regulations and addresses irregularities and/or violations appropriately
- Coordinates all competitive bid processes related to the procurement of goods, equipment and services valued over the bid threshold established by the District
- Maintaining trusted relationships with suppliers while continually scouting for additional vendors and vetting district needs
- Evaluating spending operations while seeking ways to improve and enhance the quality of products purchased and the timeliness of deliveries
- Communicating with management and partnering districts regularly regarding the efficient flow of goods and services affecting production

- Marketing and promoting procurement services to NKCES members
- Conducting cost analyses and setting benchmarks for improvement
- Supervising a purchasing team and delegating tasks across departments when necessary
- Working closely with the NKCES Legal Counsel to make sure contracts and terms are favorable

### **Skills**

- Outstanding management skills
- Excellent negotiation skills
- Strong organization skills
- Written and verbal communication skills

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

**EMPLOYMENT:** Full-time, 230 day contract eligible for Kentucky Retirement System

**Terms of Employment:** Salary, number of days, work hours, employee benefits, and other related issues are to be set by contract, as approved by the Board.

**Evaluation:** Job performance for this position will be evaluated in accordance with the Policies and Procedures as approved by the NKCES board

I am able to perform the essential functions of this job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job description approved: