



Northern Kentucky Cooperative for Educational Services
JOB DESCRIPTION

JOB TITLE: Procurement and Events Specialist

Education

- High School Diploma(minimum)- Associates/Bachelor's Degree(preferred)
- Three (3) years of administrative support/secretarial experience
- Work experience in related field

Qualifications

- Strong interpersonal and communication skills (written and spoken)
- Self-starter, problem solver, and independent worker
- Ability to work as an effective team member
- Ability to adjust to change and varied work assignments
- Attention to detail and well organized
- Intermediate to advanced technological/computer skills (ability to learn other software programs)
- Such additional qualifications as the Executive Director and NKCES Board of Directors may find appropriate and acceptable

REPORTS TO: Chief Academic Officer

JOB GOAL: The Procurement and Events Specialist will provide analysis of costs, negotiation of contract details, and strategic solutions to help our member school districts better manage costs on supplies and vendor services as well as the organization of projects, events, and business-related tasks to assure all NKCES programs and NKY regional initiatives operative effectively.

DUTIES:

- Manage, direct, negotiate and award complex high-value and unique acquisitions for goods and services.
- Act as a consultant to districts and agencies and instructs internal and external personnel on laws, policies, procedures and critical issues regarding procurement.
- Monitor and promote purchases such as food, materials, and supplies for trainings, meetings, special events, etc.
- Assists in planning, budgeting, and overseeing special events on and off- site. Including the setup of conference rooms and equipment for on-site events and venue reservations and travel accommodations for off-site events.
- Assists in organizing and purchasing for various programs within NKCES.
- Create and edit flyers, newsletters, and brochures related to NKCES procurement.
- Assist team in clerical duties such as answering phones, responding to emails, filing documents, compiling and sending bulk mailings, distributing interoffice mail to staff, etc.
- Assist Chief Academic Officer.
- Create, type, proffered reports and letters as requested.
- Inventory and reorder supplies when necessary.
- Acts as a liaison between different agencies, school districts, and NKCES as it relates to purchasing and procurement.
- Provide effective communication between/among internal and external departments to promote a positive culture

Required Knowledge, Skills and Abilities

- Demonstrates excellent interpersonal skills and works well with a range of different individuals.
- Exhibits ability to multitask on a regular basis.
- Pays close attention to detail.
- Proficient in the use of Microsoft programs such as Word, Excel, and Power Point as well as Google Suite including Docs, Sheets, Forms, and Slides.
- Exhibits friendly and professional demeanor with a focus on excellent customer service.
- Proficient communication skills

EMPLOYMENT: Classified, Full-time, 230-235 day contract eligible for Kentucky County 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

Revisions approved: January 2022