

MONTCLAIR PUBLIC SCHOOLS
Montclair, New Jersey

Purchasing Specialist
Position

REPORTS TO: School Business Administrator

RESPONSIBILITIES: Assists the School Business Administrator with procuring goods and services for the school district in compliance with the New Jersey Public School Contracts Law, Federal Procurement Code and appropriate administrative code. The Purchasing Specialist shall assist the School Business Administrator with the following procurement methods:

- a. Bids
- b. Quotations
- c. Request for Proposals (RFP)
- d. Competitive Contracting Proposals
- e. Extraordinary Unspecifiable Services (EUS)
- f. State Contract Purchases
- g. Emergency Contracts
- h. Cooperative Purchasing Agreements—State and National Co-ops
- i. Shared Services Agreements
- j. Proprietary Purchases
- k. Federal Funds Grants Purchasing—2 CFR 200.317 et seq.

Bids

The Purchasing Specialist shall

- a. Work with all district administrators in the preparation of bid specifications;
- b. Prepare all final bid package documents for the School Business Administrator review;
- c. Advertise for bids when so authorized by the School Business Administrator;
- d. Send bid packages to vendors when so authorized;
- e. Field any or all questions and requests from potential bidders;
- f. Attend all bid openings and act as recording secretary for the SBA.
- g. Assist in the evaluation of all bid documents and bid prices;
- h. Prepare all board of education resolutions for the award of contracts;
- i. Maintain all bid files with complete bid documents;
- j. Assist in the preparation of all purchase orders for winning bidders; and
- k. Any or all follow-up work needed to complete the bid process in compliance with law, code and board of education policy.

Quotations; Requests for Proposals; Competitive Contracting and EUS Procurement

The Purchasing Specialist shall

- a. Work with all administrators in the preparation of technical specifications;
- b. Prepare all final solicitation of procurement package documents for the School Business Administrator review;
- c. Send procurement packages to vendors when so authorized;
- d. Field any or all questions and requests from potential respondents;
- e. Assist in the evaluation of all documents, responses and prices submitted by respondents;
- f. Prepare Conflicts of Interests forms when necessary;

- g. Prepare all board of education resolutions for the award of contracts when necessary;
- h. Maintain all files with complete quotation documents;
- i. Assist in the preparation of all purchase orders for winning respondents; and
- j. Any or all follow-up work needed to complete the procurement process in compliance with law, code and board of education policy.

Federal Procurement Uniform Grant Guidance

The Purchasing Specialist shall assist all administrators administer Federal funds in procuring goods and services to be in compliance with Federal regulations 2 CFR 200.317 et seq. In particular, the Purchasing Specialist shall assist the School Business Administrator in the procurement of goods and services for the following Federal programs:

- Title I, Part A – Improving Basic Educational Programs
- Title II, Part A – Supporting Effective Educators
- Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement
- Title IV, Part A – Student Support and Academic Enrichment
- ESSER and ARP funds.
- I.D.E.A. Part B Handicapped
- National School Lunch Program

VENDOR DOCUMENTATION

The Purchasing Specialist shall assist the School Business Administrator with the collection of required vendor documents prior to the issuance of a purchase order, including but not limited to:

- Affirmative Action Evidence
- Business Registration Certificate
- Political Contribution Disclosure Forms
- Iran Disclosure Form
- Federal W9 Forms
- Other vendor documents

PROCUREMENT FILES

The Purchasing Specialist shall maintain an efficient and well-organized data collection and filing systems, including files for all procurement methods used by the school. The files are to be kept in a safe and secure area.

REQUISITIONS AND PURCHASE ORDERS

The Purchasing Specialist shall assist the School Business Administrator with the review of all purchase orders submitted to the Business Office as determined by the SBA.

When directed, the Purchasing Specialist shall prepare all Business Office requisitions and purchase orders.

PURCHASING MANUAL

The Purchasing Specialist shall maintain and update the school district's Purchasing Manual to ensure all staff receive the latest guidance as to purchasing procedures.

OTHER DUTIES; RESPONSIBILITIES

The Purchasing Specialist shall:

- a. Answer questions about location or content of various materials; respond to inquiries from employees, vendors and others; and refer to appropriate personnel.
- b. Assist Business Office personnel with the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing, and data management.
- c. Take the initiative to create forms, compile and organize data and information necessary for the efficient operation of the office, the completion of required school and State data collections, and the completion of the School Business Administrator's responsibilities.
- d. Work cooperatively with the staff in other offices with the completion of projects or emergencies.
- e. Participate in staff meetings and serve, as appropriate, on staff committees, when requested.
- f. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- g. Display ethical and professional behavior in working with everyone who communicates or is associated with the office.
- h. Assist the School Business Administrator in resolving all problems, disputes, protests pertaining purchasing for the school.
- i. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
- j. Perform all other duties as required by law, code, or Board policy.
- k. Perform such other tasks and assume such other responsibilities as the School Business Administrator may assign from time to time and not otherwise prohibited by law or regulation.

QUALIFICATIONS:

- 1) Bachelor's Degree from an accredited educational institution.
- 2) A college major in a business area; i.e., finance, accounting, or marketing, preferred.

- 3) Possess New Jersey Qualified Purchasing Agent Certificate (QPA) is preferred.
- 4) Minimum of three (3) years of experience with purchasing operations preferred.
- 5) Minimum of three (3) years of experience in a New Jersey public school or charter school business office, preferred;
- 6) Demonstrated experience with general school business office practices.
- 7) General understanding of all procurement law, code and board policy, including but not limited to:
 - 8) New Jersey Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.
 - 9) New Jersey Procurement Code—N.J.A.C. 5:34-1 et seq.
 - 10) Federal Procurement Code—2 CFR 200.317 et seq.
 - 11) Local Board of Education Policy on Purchasing Goods and Services
- 12) Demonstrate excellent keyboarding skills, general bookkeeping skills, organizational and filing skills, and the ability to use computers and other electronic equipment for word processing, data management, information retrieval, visual presentation, and telecommunications.
- 13) Demonstrated ability for customer, client and public relations. Excellent communication, collaboration, organization, and outreach skills in working with Business Office staff, school administrators and vendors for the school.
- 14) Required criminal history background check and proof of U.S. citizenship or legal registered alien status.
- 15) Ability to assume responsibility and maintain confidentiality.
- 16) Ability to prioritize and manage multiple tasks efficiently.
- 17) Required criminal history background check and eligibility to work in the United States
- 18) All applicants must meet NJ Residency requirements as per “New Jersey First Act,” , N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 19) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERM OF EMPLOYMENT

Twelve-month work year; unaffiliated

Established: July 17, 2023