



Job Description

Job title: Director of Procurement

Position Code: 1E26

Job Classification: Exempt

Supervisor: Chief Financial Officer

Pay Grade: 51

Contract Length: 245 Days

Job Summary

Position is responsible for planning, administering, and directing the school division's strategic sourcing, procurement, and contracting, in accordance with state and federal regulations and School Board policy. Position serves as the NNPS Purchasing Agent.

Essential Duties

1. Plans, administers, directs, and monitors the division's purchasing and contracting activities in accordance with state and federal regulations and school board policy.
2. Strategically plans and directs all procurement activities to achieve division-wide efficiencies and economies of scale.
3. Provides leadership, professional development opportunities, and evaluation of assigned staff.
4. Provides guidance and direction to staff in preparation of solicitations and development of contracts in accordance with procurement regulations.
5. Assesses proposed and adopted legislation to establish impacts on the division and evaluates the benefit to NNPS of new/improved procurement methods/processes. When determined to be beneficial, formulates proposals for development and revision of policies, establishes procedures and works with appropriate staff to implement improvements.
6. Establishes procurement training and oversight/monitoring program for all schools and departments.
7. Establishes and coordinates standardization efforts in specifying equipment and supplies to be purchased via division-wide contracts.
8. Ensures vendor compliance with procurement and procurement-related law/regulations and addresses irregularities and/or violations appropriately.
9. Administers division small purchase charge card (P-Card) program.
10. Models nondiscriminatory practices in all activities.

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

Other Duties

1. Performs any other related duties as assigned by the assistant superintendent (business and support services) or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum qualifications (Knowledge, Skills, and/or Abilities Required)

Any combination of education and experience equivalent to a Master's degree in public or business administration or a related field and minimum 8 years' progressive experience in government procurement with preference of government procurement management experience including supervisory and budget experience with preferred experience in additional areas of materials management. Demonstrated knowledge of governmental operations, basic legal foundations, basic government accounting principles, proper internal controls, budgetary processes, strategic planning, analytical techniques, management, MIS, risk management. Demonstrated in-depth knowledge and application of the Virginia Public Procurement Act (VPPA) and other government procurement law including Model Procurement Code, Contract Law, Uniform Commercial Code (UCC), and anti-trust law. Demonstrated knowledge of construction, A&E, technology-related goods/services, and other K-12 disciplines to ensure

compliance with state and federal regulations and to ensure fair pricing and proper, enforceable legal protection in contractual agreements executed. Must possess the ability to establish and maintain effective working relationships with school officials, administrators, staff and the vendor community. State, national, or international certification in government procurement such as VCO or CPPO required.

Working Conditions and Physical Demands

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Procurement Staff

Supervision Received: Chief Financial Officer

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Procurement will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Financial Officer. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 08/2025