

To apply to this position, please go to the North Clackamas School District job site, Applicant Tracking and apply to JobID# 3139

<https://www.applitrack.com/nclack/onlineapp/>

Bond Purchasing Specialist Lead, 8 hrs/day (1.0 FTE), Full Time, Permanent

Bond funded positions are anticipated to last from 5 to 7 years. At that time, the future status of employees holding these positions will be subject to the collective bargaining agreement.

POSITION SUMMARY:

Under limited direction, perform difficult and complex technical duties related to the purchase of services, supplies, and equipment in accordance with established policies and regulations.

SALARY RANGE: \$23.74 per hour (\$49,569.12 per year) to \$33.38 per hour (\$69,697.44 per year). Salary reflects a 15% market factor applied to the H range of the collective bargaining agreement wage rates.

Retirement Plan Contributions

We are a Public Employee's Retirement System (PERS) employer. PERS allows employees to contribute 6% of their salary to their Individual Account Program (IAP). However, WE make the 6% contribution to our employee's IAP account for them. This means no money is taken out of our employees paychecks but they are still getting 6% of their salary contributed to their retirement IAP account. In addition, we make a contribution to our employees PERS OPSRP Pension Plan.

SCHEDULE: TBD

WORK CALENDAR: 261 days

MINIMUM QUALIFICATIONS:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Knowledge of modern purchasing methods, procedures, and specification preparation.
- Knowledge of sources of purchasing information.

- Working knowledge and demonstrated experience with email and Microsoft Office programs, including Word and Excel.
- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Possess a high school degree or comparable equivalent.
- Possess a Bachelor's Degree in Business or a related field or five (5) years of non-clerical purchasing experience or a combination of both which demonstrates the ability to perform at a professional level within the field of purchasing.
- Relevant skills and substance of work experience will be considered in determining applicant qualifications.
- Thirty (30) semester credits or forty-five (45) quarter credits from a post-secondary institution at an accredited university, college, community college, or business school may be substituted one-for-one for the years of related experience.
- Experience that demonstrates excellent customer service abilities, interpersonal skills, team player attitude, and the ability to manage situations.
- Experience that demonstrates excellent problem solving, analytical, and conflict resolution skills and ability to think quickly.
- Experience that demonstrates a high level of attention to, and management of, detailed information.
- Experience that demonstrates strong organizational skills and the ability to meet deadlines.
- Experience that demonstrates excellent written communication skills and which demonstrates the ability to compose and proof correspondence.
- Knowledge and skill in writing, developing, and preparing formal and informal solicitation packages with contractual language necessary for multiple types of procurement documents.
- Knowledge of and the ability to research Oregon Revised Statutes, Public Contracting Code, and Federal regulations when applicable.
- Ability to interpret written/oral directives and to apply District rules, regulations, procedures, and policies.
- Demonstrated ability to understand, recognize, and protect highly confidential information.
- Ability to effectively communicate with and appreciate individuals from diverse, socio-economic backgrounds.
- Ability to operate office machines/equipment, to include computer, multi-functional printer and fax machine.
- Ability to interact effectively with the public, business and community groups, as well as building and District administrators and staff, personally and through electronic communications, in a warm and confident manner using tact, courtesy, and good judgment.

DESIRED QUALIFICATIONS:

- Experience purchasing for a public entity; purchasing certification preferred
- Experience with ORPIN
- Bilingual and/or bicultural skills

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assures District compliance with public purchasing rules. Provides guidance to all District staff regarding procurement policies, legal requirements, procedures, resolutions, and options.
2. Oversees bid/quote/proposal process for services, supplies, and construction; assists schools, departments, or consultants in the development of specifications; prepares solicitation documents and oversees the solicitation process. Performs all solicitation activities including but not limited to: attending/conducting pre-bid/proposal conferences; initiating bid openings; drafting/preparing formal and informal bid/proposal packages; and checking bid/RFP submissions for responsiveness.
3. Maintains central filing for all District contracts in accordance with District policies and State regulations.
4. Endeavors to obtain the best possible price, considering all factors, for needed materials, supplies, and equipment; makes price and quality comparisons and negotiates with vendors and suppliers; locates hard to find items.
5. Resolves problems and issues arising from purchase of services, supplies, and construction with internal and external parties.
6. Assists in the development of district policies and procedures governing the purchasing program. Provides guidance and training as needed to other purchasing specialist(s).
7. Procure supplies and services through all methods of source selection. Conduct all complex District purchases, such as construction, multi-award, and multi-step procurements.
8. Prepares and finalizes contracts for services, supplies, and construction. Obtains resolution of issues regarding contract disputes and formal protests per District policy and procedure. Processes bonds, and reviews and retains prevailing wage certifications and compliance.
9. Prepares School Board approval notices for: awarding formal procurement contracts; advance authorization of contracts; and NCSD Procurement Rules and Resolutions.
10. Conducts solicitations for capital improvements, construction projects, and professional services. Coordinates work with program and project managers, capital improvement administrators, engineers, consultants and architects.

11. Review and approve requisitions within authority.
12. Assist the Director of Business Operations as required.
13. Provides backup support to other staff in case of absence or work overload.

Performs other related duties as assigned.

Please refer to the attached job description and calendar for more detailed information.

[*Classified Calendar.pdf*](#)

[*PurchasingSpecialistLead.pdf*](#)

(Control + Click to follow the links)