



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Contract Compliance Specialist
Payroll/Personnel Type:	12 Month
Job #:	205
Reports to:	Procurement Analyst
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The incumbent is responsible for performing contract assignments and procurement procedures in support of local or centralized procurement activity or in the audit/review of that activity

Essential Functions:

- Assists and supports supervisors in soliciting bids to procure a variety of required goods and services and negotiates and administers contracts.
- Conducts basic procurement procedures and techniques utilizing SAP procurement module.
- Assists supervisors with contract reviews, contract signature approvals, and tracking documentation.
- Performs commonly used contracting methods and contract types related to pre-award, post-award and/or price/cost analysis functions to perform well defined and precedent contract actions.
- Acts as supporting purchasing liaison for Accountability, Career & Technical Education, Community Education, Public High League and Security.
- Reviews RFP documents to ensure compliance and schedules bid conference and bid due date meetings.
- Presents factual information, composes memoranda, minutes and reports, and supporting documents for bid conferences.
- Assist supervisors with board resolution training, reviews and all associated documentation to ensure audit compliance.
- Assist supervisor with bid bond deposits, release of funds and tracking mechanisms to ensure procedures and processes meet audit requirements.
- Ensures all purchasing documentation is scanned and filed electronically and manually.
- Plans and carries out recurring work using established procedures, conferring with the supervisor as necessary.
- Performs other duties as assigned.

Experience

- At least two years of purchasing experience or similar business-related position.
- Ability to work independently and coordinate work of others

Education:

- Bachelor's degree in finance, business administration or related field.

Knowledge, Skills and Abilities:

- Excellent written and communication skills
- Profound sense of professional integrity and discipline



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- Experience with business analysis methodologies
- Experience with SAP procurement module (Preferred).
- Able to take direction from supervisors and participate in strategic planning activities to complete assignments.
- Able to work well with technical and non-technical resources
- Planning and organization
- Interpersonal sensitivity
- Flexibility
- Knowledge of construction principles

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree
- Working Conditions and Environment:
 - Work is routinely performed in a typical interior/office environment
 - Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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