

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Bids Coordinator  
Job Class Code: 7711  
Pay Scale: per salary schedule

Reports to: Superintendent  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Monitor and control centralized bids and specifications assuring the integrity of bidding, contracting and tabulating.
- Conduct seminars and workshops on model procurement and bidding.
- Represent assigned supervisor or administrator at bid openings and meetings as assigned.
- Assure contracts originating in the Bids and Specifications Unit comply with Board regulations, federal regulations and State laws.
- Assist in the negotiation of contracts.
- Plan, organize and direct the daily activities of the purchasing function; review and assure that District purchases are made in accordance with applicable laws, codes and policies.
- Perform auditing duties relating to vendor pricing and discounts on list price bids.
- Review requisitions and determine proper sources of supply; perform or delegate buying assignments, conduct bid openings and award or recommend awarding of purchase contracts.
- Process purchase orders and approve invoices for payment.
- Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist District schools and departments with large purchase requests.
- Perform product research, testing and evaluation to determine best buy for price and satisfaction of purchase specifications; perform and follow up on special projects and research as assigned.
- Train, assign and evaluate the performance of assigned personnel; develop, coordinate and conduct in-service training to District personnel on laws, regulations and District policies and procedures related to purchasing; communicate with District administrators to resolve issues and improve the purchasing function.
- Review and evaluate purchasing methods, assignments, policies and procedures to increase efficiency and effectiveness of District purchasing operations; plan and organize files, forms and staff assignment and projects; maintain records and generate reports using a computer terminal.
- Investigate and develop new sources of supply; interview vendors regarding new or improved products, trade practices and methods; assist in establishing District standard products, sources of supply and specifications.
- Assure the timely follow-up and expediting of deliveries of District orders; research and resolve issues with vendors regarding delivery and product quality and quantity.
- Assure maintenance of current and adequate bidder lists and vendor files; assure timely and accurate production of reports and annual purchasing calendar; assure proper maintenance of files in accordance with established record retention policies.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: N/A

Experience: N/A

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*