



## Procurement Specialist – Job Announcement Morgantown, WV

The West Virginia Network for Educational Telecomputing (WVNET) is a dynamic service organization providing telecommunications and computing services at a secure facility.

**Position Title:** Procurement Specialist

**Location:** 837 Chestnut Ridge Road, Morgantown, WV, 26505

**Classification:** Exempt, Salary, Non-Classified

**Salary:** \$37,500 – \$40,000

**Posting Date:** Open Until Filled.

### JOB SUMMARY

The Procurement Specialist facilitates and assists the management team in the planning, administration, coordination and monitoring of purchasing activities for WVNET. The incumbent will also provide purchasing services and expert guidance to ensure all aspects of the purchasing process are efficient and effective and comply with State/Higher Education/E-Rate/WVNET policies and procedures. The incumbent will also negotiate and manage statewide consortium contracts and agreements.

### JOB DUTIES & RESPONSIBILITIES

#### Duties and Responsibilities

- Consults with legal counsel to address legal concerns and/or issues with contracts.
- Maintains appropriate contract and procurement records.
- Works with management to establish strategic direction and ongoing management practices of critical activities in support of key sourcing and procurement activities.
- Develops, implements and manages training strategies, with regard to purchasing, for WVNET staff and hosted clients to improve the level of customer services provided.
- Gathers and interprets complex data and information to produce and submit reports that support recommendations and projects.
- Evaluates available contracts to determine value to WVNET and provide direction to community on usage.
- Develops and strengthens partnerships with suppliers while pursuing efficiencies by controlling costs and supporting continuous uninterrupted productivity.
- Plans, develops, manages, and tracks procurement milestones as well as monitors agreements for renewal for weekly reports to the Director.
- Prepares contract determinations and responses to vendor protests and inquiries.
- Interprets and utilizes available contracts such as state and/or other eligible group options like E-Rate.
- Researches and establishes agreements with cooperative purchasing groups like E-Rate, The Quilt, and others REN's.

- Provides suggestions regarding direction regarding meeting and exceeding purchasing team goals.
- Maintains currency through self-directed professional reading, developing professional contact with colleagues, attends professional development courses, and attends training and/or courses.
- Stays abreast of state and federal laws and WVNET change regarding procurement.
- Coordinates the purchasing and accounts payable functions with the Director and finance team to insure prompt payment to vendors and that proper procurement processes are accomplished.
- Manages the WVNET p-card program as well as the reconciliation and training for employees.
- Serve as the team lead for the Procurement (Contracts) Committee.
- Evaluates vendor quotes and services to determine most desirable suppliers. Acts as liaison with vendors on behalf of all institutions.
- Develops and maintains WVNET policies as they relate to Purchasing, Inventory and Purchasing Card issues.
- Oversees that pertinent information is shared with the WVNET Webmaster for publication on the Purchasing Website, including bid announcements, contract information, vendor contact names and numbers, State of WV downloadable forms, procedures and how-to-do business with WVNET.
- Acts as one of the liaisons with the Executive Branch of State Government for WVNET Procurement issues; Attorney General's Office, State Auditor's Office, State Purchasing Division, State Treasurers Office, Governor's Office of Technology and HEPC Central Office for reconciliation of expenditures and contractual compliance.
- Networks with the CIO's and Fiscal Officers, as needed, to ensure WVNET purchasing is meeting their needs while making them aware of our services and potential.
- Develops and oversees a database of vendors for bid lists of various commodities.
- Manages the fiscal year renewal of contract and agreements for maintenance, rental, licenses and financing to make smooth transition.
- Provides estimate information to Managers and other Senior Staff for budget approval. Re-negotiates with vendors to hold down increases with on-going contracts.
- Evaluates requisitions and ensures timely and appropriate fulfillment of requirements to include both routine and emergency procurements.
- Signs all contracts and purchase orders.
- Establishes and maintains a fair and accurate system for vendor bids by meeting with vendors to inform them of the bid procedures, and ensures that specifications are written without bias and favoritism.
- Audits bid list when a bid is to be issued for potential mailing, conducts bid openings, evaluates bids, awards bids after reviewing and resolving vendor complaints as a first step towards avoiding a protest.
- Acts as a liaison to the State of WV Fleet Management Office and coordinates Fleet Management tasks with the WVNET Facilities manager.
- Develops both professional purchasing/business knowledge base and product, commodity and market knowledge through formal and informal training and attending National and State Conferences and seminars with peers.
- Includes involvement in NAEB, NAPM and/or NIGP memberships, conferences, seminars and training.
- Travels in West Virginia to various committee meetings, CPO Meetings, and NAEB functions to stay abreast of changes.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of equipment acquisitions.
- Knowledge of State of WV Higher Education Procurement, Purchasing Rules and Regulations.
- Knowledge of State of WV Code relevant to procurement and purchasing regulations.
- Knowledge of project management, principles and practices to lead teams.
- Knowledge of WVNET Procurement & Purchasing Policies and Procedures and ability to apply them to specifications for RFP, RFQ, RFB, and RFI.
- Excellent oral and written communication skills with the ability to explain ideas and defend actions in a cooperative team spirit to a diverse group of individuals under controversial conditions.

- Ability to operate a personal computer with knowledge of database management programs, word processing and spreadsheet applications, including Oasis and BANNER.
- Capable of using sound and analytical judgment and to exercise initiative and creativity to solve issues.
- Knowledge of inventory management practices and procedures.
- Basic knowledge of accounting and reconciliation of purchases, expenditures, fixed assets, and financial data.
- Must pass security and criminal background check.

**MINIMUM EDUCATION AND EXPERIENCE**

- Bachelor's degree in Business Administration or related field. Master's Degree preferred.
- Excellent oral and written communications skills with the key ability to explain original ideas, rules, and defend actions.
- CPM (NAPM) or CPPB (NIGP) would be desirable.
- At least five years of experience in Higher Education, Public Education, and/or WV State Government volume purchasing of commodities preferred.
- Experience with technology purchases and terminology.

**APPLICATION PROCESS:** Submit a cover letter and resume via e-mail at [careers@mail.wvnet.edu](mailto:careers@mail.wvnet.edu) with **PROCUREMENT** in the subject line.

**Equal Opportunity/Affirmative Action Employer/Veterans/Disabled**

The West Virginia Network for Educational Telecomputing (WVNET) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. WVNET provides a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.