



Director, Procurement

Reports to:	Vendor Services, Executive Director	FLSA Status:	Exempt
Department:	Vendor Services	Structure/Grade:	Unified 132
Division:	Finance	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Plans, develops, directs, implements, and monitors the centralized procurement operations for DeKalb County School District (DCSD), including but not limited to sealed bids, Requests for Qualifications (RFQ's) and Requests for Proposals (RFPs), cooperative agreements, statewide contracts, Independent Contractor Agreements, vendor relations, requisitions and purchase orders, eProcurement, purchasing cards, travel, state reporting, and district-wide procurement training. Provides leadership through the direction, administration, and maintenance of the district's procurement policies, practices, and procedures to ensure compliance with applicable Board policies as well as federal, state, and local laws and regulations.

Essential Job Duties

- Supervises centralized daily purchasing functions, including requisition and purchase order processing, eProcurement, vendor registration, and purchasing card management for capital and non-capital projects. Oversees the solicitation process for purchases or contracts estimated at \$100,000 or more. Manages the district's employee travel reimbursement process. Develops and implements a procurement training platform for all DCSD users.
- Develops and maintains purchasing policies and procedural manuals and recommends policies and procedures within delegated authority and in accordance with DCSD Board of Education Purchasing DJE and DJEG.
- Ensures that all procurement of goods and services complies with applicable federal, state, and local laws and regulations, Board of Education purchasing policies, and industry best practices.
- Delegates authority and assigns tasks to subordinate staff according to their qualifications. Reviews staff work to ensure compliance with relevant laws, policies, and procedures. Participates in decisions related to hiring, discipline, and promotion of subordinates and reviews performance reports to evaluate employee performance.
- Ensures employee training in the procedures and techniques required for the performance of assigned duties and assists staff by providing technical guidance, direction, and professional development.
- Leads research and implementation teams for strategic projects, such as the Bank of America Purchasing Card Program, EqualLevel eProcurement Marketplace, Tyler Munis ERP Software, web-based vendor registration, employee travel management systems, and additional identified initiatives.
- Develops and manages complex and critical capital and non-capital solicitations, including requests for proposals, requests for information, requests for qualifications, sourcing efforts, quotations, supplier pre-qualifications, negotiations, performance analysis, and contract disputes.
- Collaborates with the Capital Improvement/SPLOST team on all projects exceeding \$100,000 and ensures that procurement of goods and services complies with all applicable federal, state, and local laws and policies. Ensures that all relevant documentation is available for GSFIC reimbursements.



- Observes market trends and prepares management reports for strategic planning. Researches market sources and vendors to ensure the most cost-effective and competitive pricing for the purchase of supplies and services.
- Conducts professional development for DCSD administrators, bookkeepers, and administrative assistants on Board of Education procurement policies, procedures, audit requirements, and industry best practices.
- Serves as a liaison with vendors, cross-functional teams, DCSD staff, regulatory agencies, and the public and supervises vendor relations related to solicitations.
- Maintains vendor relations through vendor interviews, seminars, and orientation meetings and represents DCSD at vendor community meetings and industry events.
- Confers with legal counsel and the contract administrator to ensure compliance with district procurement policy and other applicable federal, state, and local laws, policies, and procedures.
- Performs other duties as assigned.

Qualifications

- Bachelor's Degree in Accounting, Finance, Procurement, Business Administration or closely related area is required. Master's degree from a Professional Standards Commission approved accredited college or university is preferred.
- Minimum of five (5) years supervisory level procurement or closely related experience is preferred.
- Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) by the Universal Public Purchasing Certification Council or equivalent is required.

Knowledge, Skills, and Abilities

- Knowledge of organizational and departmental planning, operational procedures, and the structure of assigned functional areas, including manpower and facilities forecasting and utilization of available public and private resources and services.
- Knowledge of budgeting, financial analysis, budget preparation and management, expenditure and disbursement processes, and general laws and administrative policies governing state and local finance practices, including federal, state, and local tax guidelines.
- Knowledge of public sector procurement, including purchasing processes, supply chain management, logistics, procurement law, contract law and administration, e-commerce, market conditions, and applicable DCSD policies and procedures.
- Skill in administration and management, including coordinating with federal, state, regional, and local organizations; recruiting, training, supervising, and motivating employees; negotiation; inventory and materials management; and applying ethical standards.
- Skill in effective oral, written, and interpersonal communication; quantitative and financial analysis; price and cost analysis; procurement methods; mathematical calculations; and analytical thinking to support strategic decision-making.
- Ability to establish and maintain effective working relationships with district officials, governmental agencies, and vendors; direct and administer programs and services; establish objectives and procedures; and maintain confidentiality of sensitive information.
- Ability to interpret and develop financial and operational reports; use automated and manual financial management systems and enterprise purchasing software; recognize situations requiring modified financial or accounting procedures; and delegate, prioritize, and manage multiple tasks simultaneously.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 2/20/2026



Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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