GENERAL ANNOUNCEMENT: POSITION OPENING

Contract Specialist
Office of Procurement

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

SALARY DETAILS:

Annual salary of $58,109 - $67,389 with the potential to earn up to $72,571 based on annual step increases / Non-exempt position / 12-month work year

WORK LOCATION:

Oakland Schools Main Campus

2111 Pontiac Lake Road, Waterford, MI 48328
IN THIS ROLE:

You will be responsible for solicitation, negotiation and administration of assigned contract awards pertaining to supplies, materials, equipment, and services for Oakland Schools and respective Oakland County school districts, as needed.

WHAT WE NEED:

We are seeking a highly-organized self-starter with exceptional problem-solving and analytical skills to solicit, negotiate and administer assigned contract awards pertaining to supplies, materials, equipment, and services for Oakland Schools and respective Oakland County school districts as needed. This will include writing and issuing RFPs and IFBs, assisting departments with procurement needs, evaluating RFP responses, and approving contracts and purchase orders.

WHAT YOU NEED:

- Bachelor’s degree in related field required.
- Four or more years of related experience required. K-12 purchasing experience preferred.
- NIGP: The Institute for Public Procurement CPPB or CPPO certification preferred.
- Michigan School Business Officials CPO certification preferred.
- Ability to perform cost and data analyses and assess contract compliance.
- Ability to research products and services.
- Ability to communicate clearly and effectively, both verbal and in writing, to all levels within and outside of an organization.
- Knowledge of and ability to read and comprehend state statutes and regulations.
- Ability to work with minimal supervision.
- Proficiency in Microsoft Office including Excel and Word.

A background check will be required.

WHAT WE PROVIDE:

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or cash in lieu benefit, dental, vision, additional life insurance, health savings account,
flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

**APPLICATION INSTRUCTIONS:**

Letters of interest and resumes will be accepted until 4 pm, September 11, 2020.

**CLICK HERE TO APPLY!** [https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000529](https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000529)

For questions regarding this position please contact Brandi Carmichael at Brandi.Carmichael@oakland.k12.mi.us or Alicia Beck at Alicia.Beck@oakland.k12.mi.us.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Consultant at 248.209.2590. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.