

**Regional Office of Education #9  
Champaign & Ford Counties**

**Job Description**

- TITLE:** Cooperative Purchasing Coordinator, ILTPP
- DEPARTMENT:** Learning Technology Center
- QUALIFICATIONS:**
1. Experience working in business, procurement, finance, or cooperatives preferred.
  2. Strong computer skills, including database entry and ability to learn new programs.
  3. Excellent verbal and written communication skills, and customer service skills.
  4. Ability to identify and resolve problems independently and with sound judgment.
  5. Ability to consistently demonstrate accuracy, thoroughness and dependability in a fast-paced environment.
  6. Ability to demonstrate initiative, flexibility, enthusiasm and team work.
  7. Bachelor's Degree preferred.
  8. Other qualifications as deemed necessary by the Regional Superintendent.
  9. Any of the above qualifications may be waived by the Regional Superintendent.
- REPORTS TO:** Program Manager, ILTPP  
Director, Learning Technology Center
- SUPERVISES:** Does not supervise any employees.
- JOB GOALS:** The Cooperative Purchasing Coordinator will assist in development and implementation of purchasing procedures to process bids and create sole source agreements with vendor partners and ensure compliance with applicable state laws and regulations. The Coordinator will be responsible for responding to inquiries from both members and vendors to ensure contract compliance for member school purchases and reporting appropriate administration fees associated with program agreements.

**PERFORMANCE RESPONSIBILITIES:**

**1. Operations**

- a. Supports all procurement process according to established program criteria and state purchasing rules. Processes may include: competitive bids, competitive sealed proposals, requests for proposals, full catalog contracts, informal quotations, and negotiations.
- b. Assist in the organization of all bidding documents, including notice and instructions to bidders, specifications, and forms of proposals.
- c. Assist in receiving and evaluating formal bids and making recommendations for the award of contracts to Program Manager and Program Director for approval.
- d. Assist in obtaining and studying comparative prices and quotations.
- e. Monitor and audit all contracts to determine correctness of information, pricing and administrative fee calculations.
- f. Delivers effective vendor support through the accurate processing of requests, confirmations, vendor cost, and pricing files.
- g. Develops product expertise in designated categories.
- h. Supports the work of the Program to help meet annual team goals.

**2. Clerical and Customer Service**

- a. Prepare and maintain vendor database and bidder lists.
- b. Maintain program database on contract usage and sales for quarterly and annual reports.

- c. Prepare correspondence, forms, reports, and purchase orders for program activities.
  - d. Provides ongoing member and vendor support services.
  - e. Monitors, tracks, addresses and/or seeks help with emerging issues.
- 3. Administration**
- a. Work cooperatively with program, vendor and district personnel to determine purchasing specifications, sources, availability, and pricing.
  - b. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
- 4. Other**
- a. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:** To be determined by the ROE9 Regional Superintendent

**EVALUATION:** To be completed by the Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

Created: 5/20/2019