



JOB DESCRIPTION

Position Title	Department	Reports to
Contract Data Associate - USDA	Contracting	Vice President of Contracting and New Business Development
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	September 2022

DEPARTMENT SUMMARY

The Contracts Department is responsible for evaluating, negotiating and awarding products/services/equipment bids with an emphasis on the value to the HPS Membership.

POSITION SUMMARY

The Contract Data Associate- USDA is responsible for the communication of all contract activities with business partners through the utilization of technology and other available resources. Solid relationship skills with co-op leadership, manufacturers, and broker representatives are a must.

ESSENTIAL RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Responsible for the HPS USDA Foods program, to increase the value to the HPS Membership and communication to the HPS staff, updating HPS intranet as needed.
- Acts as liaison with the state departments, vendors and members, developing presentations as needed.
- Prepares quarterly reports to Member Services Department and Contracts Department.
- Responsible for the day-to-day duties of the HPS Commodity Administrator, acting as a liaison between large customer groups and HPS.
- Creates, proofs, maintains, and prints price list and other related forms.
- Places all legal notices for USDA Foods Bids.
- Attends trainings, GFS Food Shows, and State Conferences pertinent to USDA Foods.
- Assists in the preparation of bids that come to the Member Development Department.
- Responds to and is accountable for resolving Member/vendor contract questions and HPS staff questions on contracts.
- Creates bids and proposal documents and assists in preparing final value analysis for vendors and for the USDA Foods Board meetings.
- Stays abreast on knowledge to navigate in HPS Database, the HPS Commodity Portal, HPSCAT and company websites.
- Assists Member Services Department with requested information, documentation, and member requests.
- Submits contract updates/information to Communications Department for CO-OP based newsletter.
- Responsible for all dietary evaluations coming from the Contracts Department.
- Prepares evaluation analysis for HPS Member Services Department.

- Acts as the Commodity Administrator, responsible for all aspects of the Commodity Program as assigned.
- Prepares, maintains and contributes to ongoing development of boards or groups of Members as assigned in areas of responsibility (AOR).
- Travels as needed, 10-20%
- Other duties as assigned.

LEVEL OF AUTHORITY:

- Updates company indexes.
- Updates USDA Foods Portal.
- Assists management with business partner data requests and appointments.
- Signs letters on behalf of HPS, related to contracts.
- Manages a budget of job-related expenses for travel, and contact with Members and vendors.

EDUCATION & EXPERIENCE

- Associates degree required.
- 2 + years of experience in purchasing or supply chain management, K12 supply chain experience is a plus.
- Ability to investigate and negotiate opportunities to enhance the position of HPS.
- Proficient in Microsoft Office Suite.

COMPETENCIES

- **TEAMWORK:** Effectively interacts with people by being able to share and receive information that supports team goals.
- **CUSTOMER SERVICE:** A desire to serve others by focusing efforts on listening and responding effectively to questions, providing services, and evaluating customer satisfaction.
- **COMMUNICATION:** Ability to effectively receive and express ideas, both written and verbal; using clear and concise vocabulary and active listening skills.
- **DETAIL ORIENTATION:** Pay attention to detail, accuracy and completeness.
- **COMMUNICATION:** Ability to effectively receive and express ideas, both written and verbal; using clear and concise vocabulary and active listening skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Average Daily Physical Requirements	Frequency
Work in stationary position	Frequent
Move about work area	Occasional
Use hands/fingers to handle or feel	Frequent
Reach with hands and arms	Occasional
Climb (stairs/ladders) or balance	Never
Bend, stoop, kneel, crouch, or crawl	Never

Communicate with others	Frequent
Move objects up to 30 pounds	Occasional
Visual acuity	Frequent
Read and understand written word	Frequent
Drive or travel	Occasional
Operate computer and general office machines	Frequent
Operate machines or material handling equipment	Never
Work Environment	Office Setting

NOTE

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. HPS reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon HPS' at-will employment status.

Employee Name Printed: _____

Employee Signature: _____ Date: _____