

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PURCHASING AND FIXED ASSETS MANAGER

SALARY SCHEDULE: ADMINISTRATIVE – F [G]

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) Bachelor's Degree in Business, Public Administration or related field, or equivalent purchasing course work, certification and experience.
- (2) Minimum of three (3) years current governmental purchasing experience.
- (3) Eligible to obtain CPPB certification within eighteen (18) months of appointment.
- (4) Minimum of three (3) years progressively responsible supervisory experience with strong management supervisory skills.
- (5) Must receive a minimum score of 90 on the Microsoft Word test; 65 on the Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to supervise negotiations with vendors for goods and services. Ability to interpret and apply state statutes and District policies to purchasing activities. Ability to use a participatory style of management and consensus building approach. Possess modern technology skills. Ability to plan, organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Materials Management

JOB GOAL

To work closely with school and department personnel in the procurement of supplies, equipment and services necessary for an effective program for the students of the District.

SUPERVISES:

Assigned Departmental Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise the processing of all purchase orders and assist in the daily review of all purchase order requests, to include state contract references, bid notations and reviewing of vendors.
- * (2) Supervise the bid process to include the bid calendar, bid specifications, evaluation of bids and the preparation of materials for School Board action. [Responsible for all bid dates, bid specifications and the bid process, maintenance of the bid schedule and calendar and the preparation of materials for School Board action.]
- * (3) Promote good public relations with daily contacts and meet with salesmen and factory representatives to discuss various items available, specifications, delivery schedules and innovations.
- * (4) Assure that the bid process and recordkeeping complies [is completed in compliance] with applicable laws, policies and procedures and assist with [and preside at all School Board] bid openings as needed.
- * (5) Attend Agenda Review meetings and School Board meetings when necessary.
- * (6) Oversee the maintenance of [Maintain complete] bid files for Construction, Facilities Services, Food and Nutrition Services and school and department bids.
- * (7) Assist in the employment of department employees.
- * (8) Coordinate the specification process for uniform ordering for the Department [District-wide.]

PURCHASING MANAGER (Continued)

- * (9) Serve as the administrative contact for all state of Florida contracts.
- * (10) Participate in the testing and evaluation of [all] products and samples submitted by bidders.
- * (11) Assist with media / technology requirements for all schools and departments, [and prepare bid specifications for their procurement.]
- [* (12)] [Prepare the annual media equipment catalog for county-wide distribution.]
- * (12) Supervise the operation of the Purchasing Office, Purchasing Warehouse, and the Fixed Assets Accounting Office.
- * (13) Assist state auditors with the annual audit.
- * (14) Maintain a good working relationship with all prospective bidders.
- * (15) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (16) Respond to inquiries or concerns in a timely manner.
- * (17) Keep supervisor informed of potential problems or unusual events.
- * (18) Disseminate information and current research to appropriate personnel.
- * (19) Keep well informed about current trends and best practices in areas of responsibility.
- * (20) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (21) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (22) Promote and support professional growth for self and others.
- * (23) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (24) Maintain a network of peer contacts through professional organizations.
- * (25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (26) Assist in developing the department budget and monitor its implementation.
- * (27) Supervise assigned personnel, conduct [annual] performance appraisals and make recommendations for appropriate employment action.
- * (28) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (29) Serve on District, state or community councils or committees as assigned or appropriate.
- * (30) Represent, consistently, the District in a positive and professional manner.
- * (31) Provide leadership and direction for the assigned areas of responsibility.
- * (32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (33) Exercise proactive leadership in promoting the vision and mission of the District.
- * (34) Provide oversight and direction for cooperative planning with other agencies.
- * (35) Set high standards and expectations for self and others.
- * (36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- [* (37)] [Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.]
- [* (38)] [Facilitate problem solving by individuals or groups.]
- (37) [(39)] Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PURCHASING MANAGER (Continued)

Job Description Supplement No. 11

*Essential Performance Responsibilities