

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DIRECTOR, MATERIALS MANAGEMENT

**SALARY SCHEDULE: ADMINISTRATIVE – C**

**COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in business, economics, accounting or closely related field.
- (2) Minimum of three (3) years progressively more responsible management experience including two (2) years in public agency purchasing.
- (3) Possess certification as a Certified Professional Public Buyer (CPPB).

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess strong management skills. Ability to interpret and apply state statutes and District policies to purchasing activities. Ability to use a participating style management and consensus building approach. Possess technology skills needed to complete assignments. Ability to communicate effectively both orally and in writing. Ability to organize and prioritize activities. Knowledge of inventory management principles.

**REPORTS TO:**

Chief Financial Officer [Assistant Superintendent, School Business Services]

#### JOB GOAL

To provide efficient, cost effective services in order to support the goals and objectives of the District.

**SUPERVISES:**

Purchasing and Fixed Assets Manager  
 [Manager, Media / Instructional Materials, Fixed Assets]  
Print Shop Supervisor  
Record Retention Supervisor

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise the purchasing staff in effectively completing assigned responsibilities.
- \* (2) Develop policies, procedures, rules, regulations and processes governing the purchasing function.
- \* (3) Procure supplies, materials, equipment and services in a cost effective and efficient manner.
- \* (4) Supervise the development of purchasing specifications for the purchase of goods and services.
- \* (5) Supervise the bid, quote, preparation and evaluation process.
- \* (6) Supervise the operation of the purchasing warehouse and distribution.
- \* (7) Assist District-wide personnel with purchasing related questions or problems.
- \* (8) Maintain [a] good working relationships with vendors, prospective bidders and District personnel.
- \* (9) Oversee the operation of [the] Fixed Assets Accounting, the Print Shop, Purchasing, and Record Retention. [Media / Instructional Materials and Fixed Assets accounting offices.]
- \* (10) Participate in local, state and national purchasing organizations.
- \* (11) Serve as a member of the purchasing consortia.
- \* (12) Respond to inquiries or concerns in a timely manner.

**DIRECTOR, MATERIALS MANAGEMENT (Continued)**

- \*(13) Keep the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- \*(14) Disseminate information and current research to appropriate personnel.
- \*(15) Keep well informed about current trends and best practices in areas of responsibility.
- \*(16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(17) Promote and support professional growth for self and others.
- \*(18) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(19) Maintain a network of peer contacts through professional organizations.
- \*(20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(21) Develop or assist in developing the department budget and monitor its implementation.
- \*(22) Supervise assigned personnel, conduct annual appraisals and make recommendations for appropriate employment action.
- \*(23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(24) Consistently represent the District in a positive and professional manner.
- \*(25) Provide leadership and direction for the assigned areas of responsibility.
- \*(26) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(27) Assist in implementing the District's goals and strategic commitments.
- \*(28) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(29) Provide oversight and direction for cooperative planning with other agencies.
- \*(30) Set high standards and expectations for self and others.
- \*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(33) Facilitate problem-solving by individuals or groups.
- (34) 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.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities