

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PURCHASING AND FIXED ASSETS MANAGER

**SALARY SCHEDULE: ADMINISTRATIVE – F**

**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.] Microsoft Word and Excel proficiency preferred.

**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.
- \* (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 with applicable laws, policies and procedures and assist with bid openings as needed.
- \* (5) Attend Agenda Review meetings and School Board meetings when necessary.
- \* (6) Oversee the maintenance of 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.
- \* (9) Serve as the administrative contact for all state of Florida contracts.
- \* (10) Participate in the testing and evaluation of products and samples submitted by bidders.

**PURCHASING MANAGER (Continued)**

- \*(11) Assist with media / technology requirements for all schools and departments.
- \*(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 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) 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