

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PURCHASING SERVICES SPECIALIST

**SALARY SCHEDULE: SSP-12**

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

**QUALIFICATIONS:**

- (1) Associate's Degree in business or related field or equivalent experience.
- (2) [Minimum of three (3) years experience in the processing of office documents.]
- (3) Minimum of three (3) years governmental purchasing [bookkeeping and/or accounting] experience.
- (4) Minimum of one (1) year work-related supervisory/training experience.
- (5) Minimum score of ninety percent (90%) on the Sarasota County School Board bookkeeping test.
- (6) Must receive a minimum score of 65 on the Microsoft Excel test; 70 on the Microsoft Word test. [Demonstrable computer proficiency in word processing and spreadsheets.]

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Thorough knowledge of purchasing / bookkeeping terminology, procedures and policies utilizing computer technology. Ability to utilize software packages as documented by the software supplier. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Effective oral and written communication skills. Math and English skills necessary for office and interoffice communication and reports. Ability to organize and oversee human resources in an office environment. Ability to communicate effectively with District personnel and the public with poise, tact and courtesy. Ability to work independently. Ability to prepare and present training seminars for small and large groups.

**REPORTS TO:**

Purchasing Manager

**JOB GOAL**

To oversee the procurement card and bid renewal processes [information required to generate an accurate computer generated purchase order] and, to facilitate the training of designated employees of the School Board of Sarasota County to enable them to obtain merchandise and services in accordance with School Board rules, state regulations and good purchasing practices.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Administer the procurement card program to include managing the online system, implementing updates, reviewing transactions and training participants. [Assist, as needed, with requisition and purchase order review and processing.]
- \*(2) Provide all routine and special reports and distribute copies as required.
- \*(3) Assist with the implementation and upkeep of new purchasing programs, e.g., electronic payment management, electronic documentation system, etc.
- \*(4) Oversee vendor activity and provide for the accuracy of information.
- \*(5) Oversee the bid renewal process.

**PURCHASING SERVICES SPECIALIST (Continued)**

- \* (6) Analyze new information concerning purchasing procedures and vendor activity. [and the TERMS AS/400 processing system and provide for the implementation of change.]
- \* (7) Develop and publish training materials for the District's school and department bookkeepers.
- \* (8) Train District school and department bookkeepers to enable them to understand and abide by state laws, School Board rules, good purchasing practices and the processing of requisitions. [on the District AS/400 processing system.]
- \* (9) Inform District school and department bookkeepers of all changes affecting the processing of requisitions via E-mail, purchasing review newsletter and/or direct contact.
- \* (10) Assist District bookkeepers and department employees, as needed, in problem-solving activities.
- \* (11) Assist with the auditing of [Audit] open purchase orders quarterly and provide for the closing and/or cancellation of existing purchase orders as indicated.
- \* (12) Assist with the [Complete] year-end audit of all purchase orders and provide for the transfer and storage of documents for previous fiscal years.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality.
- \* (17) Maintain positive relationships with coworkers, school personnel, parents and administration.
- \* (18) Participate in workshops and training sessions as required.
- \* (19) Communicate effectively with the public, coworkers and administration.
- \* (20) Respond to inquiries and concerns in a timely manner.
- \* (21) Keep supervisor informed of potential problems or unusual events.
- \* (22) Supervise assigned personnel and make recommendations for appropriate employment action.
- \* (23) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (24) Prepare all required reports and maintain all appropriate records.
- \* (25) Follow all School Board policies and school policies and procedures.
- \* (26) Exhibit interpersonal skills to work as an effective team member.
- \* (27) Demonstrate support for the School District and its goals and priorities.
- (28) 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. 05**

\*Essential Performance Responsibilities