

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### **PROCUREMENT & RECORD DOCUMENT SPECIALIST**

**SALARY SCHEDULE: SCHOOL SUPPORT PERSONNEL – SSP-12**

**COST CENTER: CONSTRUCTION SERVICES (9042)**

**QUALIFICATIONS:**

- (1) Associate's Degree in business or related field or equivalent experience in design or construction industry.
- (2) Experience (prior experience with) using McGraw Hill PDM or similar Document Management software determined by the Director of Construction Services.
- (3) Must receive a minimum score of 90% on Microsoft Word test.
- (4) Must score a minimum of 90% on the bookkeeping test.
- (5) Five (5) years' experience in the administration of construction contracts, bookkeeping, and project record document controls with knowledge of construction department or construction company office operation preferred.
- (6) Serves as the PSSC Recording Secretary which includes organizing placing legal advertisement, maintaining the list of Board qualified professionals, scheduling the procurement of design and construction services, calculating the scores of the respondents, record keeping, reporting results to the Board and the Firms, and processing contracts

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to demonstrate proficiency with document management software and familiarity with construction terminology, policies and processes. Experience in organizing and maintaining record construction documents. Ability to demonstrate proficiency operating and maintaining all document reproduction equipment. Ability to communicate effectively, both orally and in writing, to interpret and transmit technical information and to respond to requests for documents from design professionals, contractors and District planners, demonstrating considerable personal skills. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations. Knowledge of construction industry procedures and terminology. Three (3) years working with architects/engineers and/or contractors preferred. Experience with the Office of Educational Facilities standard documents and procedures preferred.

**REPORTS TO:**

Director of Construction and  
Building Code Administrator

#### **JOB GOAL**

To organize and maintain record construction documents in the plan room.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist the Building Information Manager disseminate FISH information to our district personnel as well as the County and State personnel, including drawings, reports and surveys.
- \* (2) Maintain the construction record documents for easy access in our department plan room and in the document information system.

- \* (3) Read and analyze record drawings and documentation for the dissemination of information required by various departments in the district and architects and engineers assigned to our jobs.
- \* (4) Demonstrate initiative in the performance of assigned responsibilities.
- \* (5) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- \* (6) Manage department document management system and support for the projects, including contracts pertaining to capital budget projects.
- \* (7) Be familiar with permitting procedures and document management system.
- \* (8) Update computer files and generate reports to include text and graphs necessary to support project reports, status and presentations.
- \* (9) Exhibit interpersonal skills to work as an effective team member.
- \* (10) Transfer electronic information to and from architects/engineers/contractors to ensure a standard project data base.
- \* (11) Able to organize and work independently with speed and accuracy and ability to work under stress and meet pressing deadlines.
- \* (12) Maintain confidentiality regarding school matters.
- \* (13) Maintain positive relationships with staff and vendors.
- \* (14) Communicate effectively with staff, and contracted parties.
- \* (15) Keep supervisor informed of potential problems or unusual events.
- \* (16) Respond to inquiries and concerns in a timely manner.
- \* (17) Prepare all required reports and maintain all appropriate records.
- \* (18) Follow all School Board policies, rules and regulations.
- \* (19) Demonstrate support for the School District and its goals and priorities.
- \* (20) Create database files for use by the department and our web page.
- \* (21) Scan construction drawings and documents into our server system.
- (22) Copy drawings and construction documentation for both district personnel.
- (23) Provide for a safe and secure workplace
- (24) Model and maintain high ethical standards.
- (25) Follow attendance, punctuality and proper dress rules.
- (26) Participate in workshops and training sessions as required.
- (27) Maintain office computers.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Prolonged standing during the workday is required. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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. 12**

\*Essential Performance Responsibilities