

**SCHOOL DISTRICT OF ALACHUA COUNTY**

**DIRECTOR -- PURCHASING**

**JOB DESCRIPTION**

<b>JOB CODE:</b>	776220	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	05
<b>CONTRACT CODE:</b>	05	<b>SALARY SCHEDULE:</b>	Administrative

**QUALIFICATIONS:**

- (1) Bachelors degree and from an accredited educational institution with specialization in business administration and management; Masters degree preferred.
- (2) A minimum of five (5) years of progressively responsible experience in professional purchasing for governmental or commercial activities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida school laws, regulations and School Board policies and procedures. Thorough knowledge of public sector procurement and distribution. Ability to establish and maintain effective working relationships with administrators, staff, contractors, and vendors.

**REPORTS TO:**

Superintendent, Assistant -- Planning, Budgeting and Systems Accountability

**JOB GOAL**

To provide effective leadership for the Districts purchasing, distribution, and printing functions.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Plan, organize and accomplish purchasing functions for the school district.
- \* (2) Study, evaluate and implement efficient methods and procedures for economic purposes.
- \* (3) Prepare administrative reports and maintain proper records for effective performance.
- \* (4) Follow bid procedures for all equipment, materials and services utilized by the school system.
- \* (5) Edit, recommend and coordinate standard product specifications and bid conditions and analyze price comparison with market trends, economy and availability of products to determine the procurement process for obtaining the best product at the lowest and best price for assigned categories.
- \* (6) Exercise direct contact with vendors to ensure performance and follow-up on alleged discrepancies and non-performance.
- \* (7) Assure proper handling of school and department requisitions in accordance with school board policies and procedures.
- \* (8) Expedite follow-up on all purchase orders in area of assigned responsibility.
- \* (9) Administer the District's procurement card program.

## DIRECTOR -- PURCHASING (Continued)

- \*(10) Interface with other agencies for cooperative bid process.
- \*(11) Consult with other departments on bid specifications, codes and laws.
- \*(12) Measure contract and vendor compliance in specifications for suitability, quality, expediency and value.
- \*(13) Supervise Printing and Physical Distribution Departments.
- \*(14) Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(15) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \*(16) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \*(17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(18) Be knowledgeable of and adhere to Board policies.
- \*(19) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \*(20) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(21) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \*(22) Monitor district compliance with applicable codes, rules and statutes.
- \*(23) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \*(24) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \*(25) Assist in the preparation and administration of the District and divisional budget.
- \*(26) Participate in the development of policies and procedures.
- \*(27) Attend meetings and conferences to promote professional growth and benefit the District.
- \*(28) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(29) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \*(30) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \*(31) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*(32) Respond to inquiries and concerns in a timely manner.
- \*(33) Model and maintain high ethical standards.
- \*(34) Plan, implement and evaluate staff development activities of assigned personnel.
- \*(35) Adhere to applicable safety standards.
- \*(36) Follow attendance, punctuality and proper dress rules.
- \*(37) Maintain confidentiality regarding school/workplace matters.
- \*(38) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(39) Perform other duties as assigned.

## DIRECTOR -- PURCHASING (Continued)

### 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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

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

### Job Description Addendum No. 11

Adopted: 7/20/10