

JOB DESCRIPTION

TITLE DIRECTOR, PURCHASING

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in business or related field from college or university and a minimum of five years educational purchasing and supply management experience; or equivalent combination of education and experience. Effective skills in analysis, problem solving and decision making; excellent oral and written communication skills, and organizational ability. Advanced technical knowledge of governmental finance and fiscal accountability. Ability to utilize computers and data processing systems. Computer skills required (e.g. ability to use email, competent in Microsoft Word and Excel).
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and school board
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inferences, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to talk and hear. The employee frequently is required to sit, stand and walk; use hands to finger, handle or feel; and reach with hands and

arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director of Financial Services

GENERAL RESPONSIBILITIES

1. Develops, plans and implements purchasing goals and objectives.
2. Recommends and administers policies and procedures to procure goods and services at lowest, best, fair and reasonable price.
3. Maintains and executes School Board policies, State Board Rules and Florida Statutes relating to purchasing and ensures compliance with all.
4. Supervises the activities of professional and clerical purchasing staff.

SPECIFIC RESPONSIBILITIES

1. Directs the general purchasing activities including bid and quotation preparation, products specifications and purchase order control, and ensures compliance with all School Board policies, State Board Rules and Florida Statutes.
2. Directs professional staff in the review of all purchases under \$4,000.
3. Reviews and approves all purchases exceeding \$4,000.
4. Sets policy and procedure for bid or quotation of purchases under the limits and in excess of the limits as set by State Board Rules.
5. Schedules and reviews the work of staff to ensure that work is completed in a timely and appropriate manner; maintains a sound, progressive and ethical purchasing policy.
6. Prepares and analyzes bid specifications to ensure broad vendor participation, utilizes life cycle costing to determine award recommendation and prepares bid tabulations for School Board consideration.
7. Interviews vendors for sources of supply, prices, product information, new products, standards and follow-up.

8. Visits schools and meets with principals and staff to determine specific needs. Follows up with bid(s) or quotation(s) in order to fill those needs.
9. Utilizes the Internet for research of suppliers and product information; utilizes on-line procurement services of DemandStar.com to obtain the best product from responsible vendors at the best price.
10. Confers with school officials, department heads and technical personnel concerning quality and utility requirements of supplies and equipment and modification of technical specifications to meet the needs of the end users.
11. Directs and supervises research and evaluation of new products and keeps schools and departments apprised of what's available to meet their needs.
12. Researches and develops standard specifications and general conditions for bids and establishes user groups for a wide variety of products.
13. Works with Director of Technology and Director of Instructional Technology to ensure that the specifications for instructional technology standards are current.
14. Works with the Executive Director, Facilities Management to ensure that the direct material purchases for construction projects are in compliance with School Board policies, State Board Rules and Florida Statutes and that maximum savings are realized as a result of this program.
15. Contributes as well as utilizes bid, vendor and product information that is applicable to the district as a member of the Southwest Florida Purchasing Consortium.
16. Assists district staff in development of contractual language; reviews purchasing contracts for required elements; administers long-term purchase and/or service contracts.
17. Performs other duties as assigned.