

JOB DESCRIPTION

TITLE PURCHASING MANAGER

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 or five years educational purchasing and supply management experience; or equivalent combination of education and experience or equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities for this position. Computer skills required (e.g. ability to use email, competent in Microsoft Word and Excel).
Language Skills	Ability to read, analyze and interpret statutes and laws, and general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, contractual language and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
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 sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee

shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 Director of Purchasing

GENERAL RESPONSIBILITIES

1. Assists in development and implementation of purchasing goals and objectives.
2. Acts in supervisory capacity in absence of Director of Purchasing.
3. Supervises personnel of the department as designated by the Director.
4. Assists the Director of Purchasing with the development and update of Purchasing policies and manuals.

SPECIFIC RESPONSIBILITIES

1. Ensures that all purchasing transactions are processed in an efficient manner and are in compliance with all applicable Florida Statutes, Board Policies and Administrative Rules.
2. Assists the Director in planning activities of the department and budgeting for the operation.
3. Supervises and assists in the development of specifications of technical and specialized commodities and services that are descriptive yet sufficiently broad to promote competitive bidding. Ensures the inclusion of appropriate contract components and language.
4. Supervises and assists in the evaluation of bids received, and preparation of contract award recommendations for Board approval.
5. Supervises and assists in the process of reviewing purchase requisitions and issuing purchase orders.
6. Represents the Director of Purchasing as directed. Assumes the responsibility of the Director in his/her absence and directs personnel as necessary to maintain the operations of the Purchasing Department.
7. Initiates contact with vendors relative to source of supply, prices, product information, new products, and follow-up.

8. Conducts product research, evaluates markets and trends for procurement. 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.
9. Visits schools and meet with principals and staff to determine specific needs. Follows up with bid(s) or quotation(s) in order to fill those needs.
10. Ensures that end user receives appropriate bid information for preparation of requisitions.
11. Utilizes and is familiar with State Contract and other available contracts via the Internet. Researches and is familiar with other school board, county and governmental agency bids, and when appropriate, utilizes pricing and specifications from these bids.
12. Plans, prioritizes, assigns and reviews the work of departmental staff involved in the procurement of a wide variety of commodities and services.
13. Develops, implements and conducts as directed, procurement training to administrators and staff on purchasing related matters.
14. Keeps Director informed of potential problems and/or unusual events and assists in the resolution of such.
15. Participates in trainings, seminars and conferences, as well as other methods to maintain current and updated knowledge in the purchasing arena.
16. Perform other duties as assigned.