

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR I – PURCHASING AND BUSINESS SERVICES

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution with a major in Business, finance or related business field.
- (2) Minimum of eight (8) years experience in purchasing in a large market place.
- (3) Minimum of two (2) years experience in supervision or management role preferred.
- (4) Professionally certified (CPM / CPPO) required.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles of management, supervision and administration. Knowledge of purchasing practices and procedures with complete understanding of fair and ethical business practices. Basic understanding of contract and business law within the framework of School Board policies and State Board of Education (SBE) regulations. Ability to analyze, interpret and prioritize data using Quality Tools procedures to facilitate decision-making. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Assistant Superintendent - Finance and Business Services

JOB GOAL

To provide leadership in the establishment, maintenance and continuous improvement of a District-level operation providing purchasing services, capitalized fixed asset labeling, administrative records archive and retrieval services, microfiche services and centralized copy service.

SUPERVISES:

Purchasing Department Staff
Support Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Plan, develop, write and monitor departmental goals.
- * (2) Manage the routine and daily operation of the department.
- * (3) Evaluate, train and manage departmental employees.
- * (4) Represent and defend the District in legal disputes relating to the bid process.
- * (5) Prepare bids or request for proposals as may be requested.
- * (6) Plan, prepare and disseminate monthly purchasing agenda items.

DIRECTOR I - PURCHASING AND BUSINESS SERVICES (Continued)

- * (7) Monitor all bids and bid selections to ensure compliance with laws and regulations.
- * (8) Maintain records and labeling of all capitalized fixed assets.

Inter / Intra-Agency Communication and Delivery

- * (9) Assist in the interpretation of bid proposals and bid selection and all related regulations to the staff, the School Board and the community.
- *(10) Interact with vendors, suppliers and contractors to enhance understanding and to elicit support.
- *(11) Serve as liaison between the District and bid participants to ensure understanding.
- *(12) Disseminate information to all parties associated with bid process.
- *(13) Mediate minor contracts or purchasing disputes between District and suppliers.
- *(14) Provide monthly presentations to the School Board in the form of the Purchasing Agenda.
- *(15) Establish and maintain a working relationship with administrative staff, vendors and other purchasing agencies such as county government.

Professional Growth and Improvement

- *(16) Keep well informed of current trends and changes in regulations in the area of purchasing.
- *(17) Promote and support professional growth for self and staff.
- *(18) Develop annual goals and objectives for Purchasing Department.
- *(19) Maintain a network of peer contacts through professional organizations.
- *(20) Solicit information from suppliers and vendors on products new to the market.

Systemic Functions

- *(21) Develop or assist in developing the department or District budget.
- *(22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(23) Prepare or oversee the preparation of all required reports in a timely fashion and maintain appropriate records for local and/or state audits.
- *(24) Represent, consistently, the District in a positive and professional manner.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(26) Provide leadership and direction for the assigned areas of responsibility.
- *(27) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, budget expenditures, daily duties and evaluation of services provided.
- *(28) Provide oversight and direction for cooperative planning with other departments and agencies.
- *(29) Set high standards and expectations for self and others.
- *(30) Demonstrate initiative in identifying potential problems and take appropriate corrective measures.
- *(31) Provide leadership and direction toward departmental improvement annually.
- *(32) Facilitate problem solving by individuals or groups.
- *(33) Assist in implementing the District's goals.

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.

DIRECTOR I - PURCHASING AND BUSINESS SERVICES (Continued)

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. 11

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 1

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002