

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SENIOR PURCHASING AGENT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in a Business-related field.
- (2) Minimum of four (4) years purchasing experience for a large operation.
- (3) Professional Certification (CPM or CPPB) preferred.
- (4) 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 purchasing procedures and practices. Knowledge of state laws and guidelines relating to bid preparation, the bid process and awarding of bids. Ability to communicate orally and in writing effectively. Skill in using customary and usual business machines. Skill in computer technology and related hardware and applications.

REPORTS TO:

Director I – Purchasing and Business Services

JOB GOAL

To plan, manage and maintain the timely and cost-effective procurement of goods and services for the District and provide leadership and assistance in the daily and routine management of the Purchasing Department.

SUPERVISES:

Administrative Clerk
Other Support Personnel as assigned by the Director

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Facilitate the development and continuous improvement of departmental systems.
- * (2) Assist with development of Request for Proposals and Request for Quotations procedure and process.
- * (3) Mediate basic contracts that enable evaluation and negotiation of terms and conditions.
- * (4) Read, analyze and interpret professional / technical journals or government regulations to determine impact on commodities / services.
- * (5) Prepare preliminary monthly purchasing reports, making recommendations on items of fifteen-thousand dollars (\$15,000) or more for School Board approval.
- * (6) Prepare Bid or Request for Proposals as may be required for assigned commodities or services.

SENIOR PURCHASING AGENT (Continued)

- * (7) Interview potential suppliers and investigate new / alternative sources of goods / services.
- * (8) Review, approve and sign all purchase orders of less than ten-thousand dollars (\$10,000) on behalf of the School Board.
- * (9) Compile data to determine feasibility of procuring products / services and establish price objectives and trends within budgetary requirements.
- *(10) Plan, track, assign and supervise activities of Administrative Clerk.

Inter / Intra-Agency Communication and Delivery

- *(11) Attend meetings to provide technical assistance to District offices and schools.
- *(12) Mediate minor contract or purchasing disputes between District personnel and suppliers to ensure timely delivery and payment of goods and services.
- *(13) Respond to inquiries or concerns in a timely and courteous manner.
- *(14) Interface with a variety of groups and individuals, including School Board, District, school staff, suppliers and contractors.

Professional Growth and Improvement

- *(15) Keep well informed about current trends and best practices in purchasing area.
- *(16) Assist in the development of annual goals and objectives for department.
- *(17) Maintain a network of peer contacts through professional organizations.
- *(18) Attend state, regional and local meetings and conferences to stay updated on changes in laws and regulations.
- *(19) Promote and support professional growth for self and others.

Systemic Functions

- *(20) Manage the daily purchasing functions for assigned commodities / services.
- *(21) Combine purchases, if possible, to obtain best products at the lowest prices.
- *(22) Assure each purchase order or bid item meets compliance with laws, rules and regulations.
- *(23) Prepare or assist in the preparation of required reports and maintain appropriate records.
- *(24) Serve on District, state or community councils and committees as deemed appropriate.
- *(25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(27) Provide leadership and direction for the assigned areas of responsibility.
- *(28) Provide leadership in development of annual goals and objectives.
- *(29) Assist in planning annual evaluation of departmental functions and processes.
- *(30) Demonstrate initiative in identifying potential problems and enacting solutions.
- *(31) Set high standards and expectations for self and others.
- *(32) Use appropriate styles and techniques to motivate, gain commitment and facilitate task accomplishment.
- *(33) Provide leadership and assistance to Director when in need or called upon.
- *(34) Facilitate problem solving by individuals or groups.

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.

EVALUATION:

SENIOR PURCHASING AGENT (Continued)

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 8

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002