

## SCHOOL DISTRICT OF ALACHUA COUNTY

### AGENT -- PURCHASING

#### JOB DESCRIPTION

<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>PAY GRADE:</b>	29	<b>SALARY SCHEDULE:</b>	Professional Technical

#### QUALIFICATIONS:

- (1) Bachelors Degree from an approved accredited educational institution with specialization in business or public administration and management; and
- (2) Five (5) years of progressively responsible experience in professional purchasing for governmental or commercial activities; or
- (3) An equivalent combination of training and experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida school law, regulations and School Board policies and procedures. Knowledge of public sector procurement and distribution. Skill in use of a computer technology. Ability to communicate effectively both orally and in writing. Ability to maintain complex records, to assemble and organize data and to prepare reports from such records. Ability to establish and maintain effective working relationships with administrators, staff, contractors, and vendors.

#### REPORTS TO:

Director -- Purchasing

#### JOB GOAL

To assist the Purchasing Director in providing economic procurement and distribution of commodities and services for schools and departments.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Generate, approve, and distribute purchase orders in accordance with district policies and procedures.
- \* (2) Audit purchase requisitions and purchase orders for accuracy of pricing, extensions, discounts, mailing addresses and other critical order and processing components.
- \* (3) Maintain purchase order, bid and contract files.
- \* (4) Close purchase order, bid and contract files in accordance with district records management policies and procedures.
- \* (5) Assist vendors and various departments as necessary in researching and providing information on the status of payments, shipping dates, purchase orders, bids/proposals, invoices and other critical order components.
- \* (6) Research problem purchase orders.

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- \* (7) Obtain competitive vendor prices for low dollar purchases as directed.
- \* (8) Assist in and be responsible for the creation and revision of Requests for Quotations (RFQ), Invitation for Bids (IFB), Request for Proposals (RFP), and Invitation to Negotiate (ITN).
- \* (9) Track, receive and update vendor insurance certificates in accordance with district policies and procedures.
- \* (10) Interact with vendor community on a regular basis.
- \* (11) Create Purchasing Department board agenda.
- \* (12) Maintain and update Purchasing Department budget.
- \* (13) Process and maintain Purchasing Department payroll time sheets in accordance with the payroll calendar.
- \* (14) Process and maintain Purchasing Department Application for Leave forms.
- \* (15) Supervise assigned personnel.
- \* (16) Adhere to state statutes and district purchasing policies and procedures.
- \* (17) Serve on school/district committees as required or appropriate.
- \* (18) Adhere to good safety standards.
- \* (19) Attend all staff meetings and workshops.
- \* (20) Assist with maintaining a clean and orderly environment.
- \* (21) Be knowledgeable of and adhere to Board policies and procedures.
- \* (22) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \* (23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (24) Demonstrate initiative in the performance of assigned responsibilities.
- \* (25) Demonstrate support for the school district and its goals and priorities.
- \* (26) Exhibit interpersonal skills to work as an effective team member.
- \* (27) Follow attendance, punctuality and proper dress rules.
- \* (28) Maintain confidentiality regarding school/workplace matters.
- \* (29) Maintain expertise in assigned area.
- \* (30) Manage time efficiently.
- \* (31) Model and maintain high ethical standards.
- \* (32) Participate in cross-training activities as required.
- \* (33) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (34) Maintain updated and accurate records.
- \* (35) Represent the District in a positive and professional manner.
- (36) Perform other duties as assigned.

\*Essential Performance Responsibilities

### 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.

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**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**

Adopted: 8/18/15