

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0315
Pay Grade: C10

FLSA: Exempt

DIRECTOR, PURCHASING

MAJOR FUNCTION:

This is an administrative position with the responsibility for planning and executing a complete centralized procurement program for the district in accordance with policies and procedures established by the local School Board, State Department of Education and Florida Statutes. This position is responsible to the Chief Financial Officer.

DUTIES AND RESPONSIBILITIES:

- Evaluates requisitions and requests; determines most feasible plan of action. Determines sources for commodities; approves and signs purchase orders
- Coordinates and/or secures funding via Budget, Special Projects and Internal Accounts prior to contracting
- Establishes time tables and schedules to accomplish the procurement process within necessary time parameters
- Develops specifications from data received from district staff to request bids, proposals and quotations from suppliers
- Receives bids, quotations and proposals; tabulates results for orderly presentation to the Superintendent and Board
- Develops purchasing forms and bid abstracts to best accomplish fair and efficient selection of materials, equipment and services
- Prepares Purchasing agenda in accordance with established pre-agenda time-lines and procedures
- Communicates with the Auditor General, Attorney General, Press (local and national) and Vendors (local and national), when appropriate
- Develops and proposes state legislation and local policy and procedure changes
- Keeps informed regarding legal requirements relating to the procurement process, including Federal, State, County and City laws, regulations and ordinances which may apply
- Disseminates information to suppliers and district staff concerning district's purchasing policies and procedures
- Responds to community needs regarding the procurement process
- Prepares departmental budget, forecasts needs on an annual basis
- Initiates and publishes a listing of bid equipment and pricing for school and departmental use
- Directs the departmental staff as provided for in the organizational chart
- Oversees the staff development function to ensure a well-trained and highly competent staff
- Meets with manufacturers and dealers to discuss mutual problems, reviews needs and previews commodities
- Meets with Governmental Agencies and Political Subdivisions for the purpose of cooperative purchasing and discussing mutual problems
- Participates in professional purchasing organizations and related groups
- Visits suppliers' places of business, when appropriate
- Keeps abreast of "State of the Art" equipment and materials
- Directs the development of policies regarding management information systems TERMS software
- Directs the development of procedures concurrent with aforementioned policies affecting inter/intra departmental functions
- Demonstrates honesty, fairness and integrity beyond reproach
- Performs other related duties and special assignments, as required

DIRECTOR, PURCHASING

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration or Business Education or Bachelor's degree with extensive purchasing experience. Demonstration of honesty and integrity beyond reproach. Experience in fiscal management. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 5/90;
BOARD APPROVED: 5/23/90; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED
D&R 11/08/10 LMCK

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

DIRECTOR, PURCHASING

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Purchasing – ADM