

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7108
Pay Grade: C04

FLSA: Exempt

SUPERVISOR, PURCHASING

MAJOR FUNCTION:

Performs advanced, specialized, supervisory duties pertaining to the procurement of materials, supplies, equipment and/or services. Supervision is exercised over the purchasing staff and procurement activities for all schools and departments.

DUTIES & RESPONSIBILITIES:

- Supervises, trains, evaluates, and assigns work to purchasing staff.
- Establishes and maintains standard office and record keeping procedures.
- Reviews and edits all bid documents and purchase orders prior to release.
- Reviews and processes requisitions and change orders, confers with school and departmental personnel as needed.
- Performs statistical analyses to determine district needs for new term contracts and implements same to satisfy those needs.
- Develops bid documents and reviews specifications for clarity and compliance with Board policy, Federal, State and local regulations; conducts bid openings, assists requesting department in evaluation of bids and reviews rationale for rejection/acceptance of bid.
- Presides over and mediates bid protests to avoid possible delay of projects and/or litigation.
- Represents the business area as a voting member of the Professional Services Selection Committee in the selection of outside contracted design professionals.
- Provides 24-hour purchase order authorization for emergencies and disasters.
- Reviews, edits and compiles bi-weekly Board agenda materials prior to submission to Director, Purchasing.
- Reviews bid bonds, performance and payment bonds for compliance with specifications.
- Mediates payment/invoice problems or disputes between requesting department and vendor.
- Assists in preparation of Purchasing Department annual budget.
- Maintains equipment inventory and records.
- Serves as Chairperson of the Contractors Performance Review Committee when appropriate.
- Interacts with School Board members, division heads, department heads, school principals, and private attorneys, vendors, outside contractors, internal and external architects and engineers and insurance and bonding agents to discuss issues related to specifications, addenda, bidding procedures, bid evaluations, timeframes and deadlines, emergencies, legal issues, bid protests, payment discrepancies.
- Utilizes knowledge of personal computer software as it pertains to activities such as data input/retrieval, generation of reports, development of spreadsheets.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree plus five (5) years experience in large scale governmental or private sector purchasing, to include two (2) years in a coordinating or supervisory capacity. Demonstrated familiarity with PC software and mainframe purchasing applications.

ISSUED: 1/86 RW; BOARD APPROVED: 1/29/86; REVISED: 3/95 PBL; BOARD APPROVED: 6/13/95;
REVISED: 2/97 PBL; MQ'S REVISED: 9/97 BMP; BOARD APPROVED:

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.

SUPERVISOR, 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				

Supervisor Purchasing - PTS