

School Board Agenda Item CC-9
August 18, 2015

Executive Summary

Proposed New Job Description for the Agenda Coordinator – Procurement Position

Background: This item is being recommended for School Board approval to meet requirements for new job descriptions.

Position Title: Agenda Coordinator – Procurement

Division/Department: Chief, Strategy Officer

Pay Grade: 20 **Range:** \$44,517 - \$68,247 **Point Range:** 552 - 523

Salary Schedule: 2014-2015 BTU-TSP Salary Schedule

Recommended Policy Status: Organizational Chart Job Description - **First** Reading

Rationale: Revisions to the job description for the Agenda Coordinator – Procurement position are recommended in order to better align the job description with the needs of the department.

Prior to the recommendation to the School Board for approval, a representative from the Broward Teachers Union (BTU-TSP) was notified of the revised job description request, and a deadline date was provided for feedback. As of the deadline, no negative feedback has been received.

The position is vacant.

Cost: There is no additional financial impact to the District.