

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA****JOB DESCRIPTION**

POSITION TITLE:	Agenda Coordinator – Procurement Services
CONTRACT YEAR:	Twelve Months
PAY GRADE:	20
BARGAINING UNIT:	FOPE Clerical

PREFERRED QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution is preferred.

EXPERIENCE: A minimum of two (2) years, of related work experience preferred and/or training in the field related to the title of the position with experience. School District work experience preferred.

The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.

ADDITIONAL QUALIFICATIONS

REQUIRED: Knowledge and experience in procurement process and business practices, office procedures; an excellent command of English grammar; ability to handle a variety of tasks simultaneously; dedication to task completion; and, ability to take initiative to begin projects with minimal supervision.

PREFERRED: Preferred degree in Business, or related field. Experience performing increasingly responsible and complex office administration functions comprising all facets of business management including implementation, control, and supervision of operation improvement. Further requirements include abilities to ensure that responsibilities are performed punctually. Demonstrated proficiency required in demonstrating and problem-solving the

most current versions of applicable spreadsheet and word processing applications in Microsoft Office. Well-developed communication skills. Experience with School Board policies preferred. Bilingual skills are preferred. Computer skills are required for the position.

REPORTS TO: Director, Procurement & Warehousing Services

SUPERVISION: Supervises staff as assigned.

POSITION GOAL: To be responsible for managing the Board agenda process; to be responsible for, in a timely manner, delivering, filing, and safekeeping of the Board's past and present official records in a professional manner. Provide assistance in developing the appropriate procurement documents required by the School Board of Broward County.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Agenda Coordinator – Procurement Services shall carry out the performance responsibilities listed below.

1. Manage all phases of the Board agenda preparation process for the department.
2. Maintain past, present, and future permanent Board agenda item documents.
3. Prepare agenda items and scanning of documents, compose correspondence, and generate reports.
4. Perform a wide variety of skilled duties in a specialized area required the application of advanced office procedures and techniques in a professional manner.
5. Assist with agenda corrections and responses to questions; review for accuracy, proofread and edit, and finalize agenda items for submission to Official School Board Records.
6. Coordinate and submit agenda items in OptiWorkflow.
7. Ensure documents are in proper order; prepare and distribute meeting materials (generate copies, collate, package, and distribute/hand-deliver prior to meetings.)
8. Process original executed vendor Agreement(s).
9. Provide staff with technical assistance concerning the agenda preparation process; assist staff in processing School Board agenda items and OptiWorkflow.
10. Perform and promote all activities in compliance with equal employment and nondiscrimination policies of the School Board of Broward County.
11. Ensure adherence to safety rules and procedures.
12. Perform other duties as assigned by the Director, Procurement & Warehousing Services or designee.

13. Follow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with the Director, Procurement & Warehousing Services, District leadership at all levels, parent/school/community groups to support, develop, and supervise school leaders to improve achievement, deliver quality instruction, create a positive and safe school environment and effective communication.

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. The length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.