

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT


ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

Telephone: (754) 321-2600

Facsimile: (754) 321-2701

August 13, 2015

TO: School Board Members

FROM: Robert W. Runcie 
Superintendent of Schools

SUBJECT: Revision to CC-9, Proposed Revised Job Description for the Agenda Coordinator-Procurement Services Position, for the August 18, 2015 Regular School Board Meeting

Attached is a revision for CC-9, Proposed Revised Job Description for the Agenda Coordinator-Procurement Services Position, for the August 18, 2015 Regular School Board Meeting.

Scriviner's errors on the Executive Summary, as well as on the Proposed Revised Job Description for the Agenda Coordinator-Procurement Services Position, were corrected. Revised versions of both are attached.

RWR/EC/MDA:dp
Attachment

c: Senior Leadership Team

School Board Agenda Item CC-9
August 18, 2015

Executive Summary

Proposed New Job Description for the Agenda Coordinator – Procurement Services Position

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

Position Title: Agenda Coordinator – Procurement Services

Division/Department: **Chief Strategy & Operations Officer**

Pay Grade: **20** Range: **\$44,517 - \$68,247** Point Range: **552 - 573**

Salary Schedule: **2014-2015 FOPE Clerical 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.

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

MINIMUM QUALIFICATIONS

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

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. School District work experience is required.

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. Computer skills are required for the position.

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.

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, Florida.

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 requiring 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 following the approved Board agenda process.
7. Ensure documents are in proper order; prepare and distribute meeting materials including generating copies, collating, packaging, and distributing/hand-delivering documents 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.
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.