



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: Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. Vocational or business school Secretarial Science training, Associates Degree or higher education preferred. An earned bachelor’s degree from an accredited institution is preferred.

EXPERIENCE: A minimum of two (2) ~~six (6)~~ years, of high volume clerical work to include editing and proofreading experience in the Broward School System or outside organization is required. 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 organizing documents and forms, business practices, ~~procurement process and business practices,~~ and office procedures is required. The incumbent must have; an excellent command of English grammar and the; ability to handle a variety of tasks simultaneously. Additionally, the ability to-; meet and adhere to deadlines, show dedication to task completion; and demonstrate the ; ~~ability to take~~ initiative to begin

projects with minimal supervision is required.
Computer skills are required for the position.

PREFERRED:

An Preferred associates degree or higher in Business, or related field is preferred. 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 is required in utilizing ~~demonstrating and problem solving~~ the most current versions of applicable spreadsheet and word processing applications in Microsoft Office. Well-developed communication skills and. ~~e~~Experience with School Board policies is 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 maintain safekeeping of the Board's past and present official departmental Board records in a professional and timely manner. To ~~p~~Provide assistance with ~~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 essential 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 the 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. ~~and OptiWorkFlow.~~
10. Perform and promote all activities in compliance with the 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 non-exempt ~~exempt~~ from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 8/18/15