



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Purchasing Agent Specialist (County)
JOB CODE: MM-082
CLASSIFICATION: Non-Exempt
PAY GRADE: 18
BARGAINING UNIT: FOPE - Clerical
REPORTS TO: Director, Purchasing and Warehousing Procurement Management or as Assigned
CONTRACT YEAR: 12 Months

POSITION GOAL:

To assure that there is standardization concerning all bid and Purchase Order documents within the Purchasing department. Assist the Purchasing Agent in developing the appropriate procurement documentation and ensure there is standardization of processes regarding all bid and Purchase Order documents within the Procurement Department.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Purchasing Agent Specialist shall carry out the essential performance responsibilities listed below.

- This position does not have supervisory responsibilities.
- ~~provide leadership to all Purchasing Agent Assistants in the handling of bid and Purchase Order documents.~~
- establish Establish a bid file, when necessary, and create and maintain a Master Bid Book listing sequential Bid Numbers bid numbers for each Fiscal Year fiscal year; cross-reference assigned bid titles on a monthly basis; and sort by title and by subject.
- assure Assure that file storage space is allocated and properly labeled for all bids.
- coordinate Coordinate the packing, labeling and completion of all necessary paper work paperwork for Records Retention of all files, in order to achieve completed bid and Purchase Order documents.
- ~~serve as backup person for the Business Affairs Specialist in the creation of and processing al of all School Board Agenda Items.~~
- ~~perform normal responsibilities of a Clerk Specialist IV (Purchasing Agent Assistant).~~
- ~~assist in the training of Purchasing Agent Assistants and in the establishment of any new procedures that are required.~~
- interact Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- ~~have the ability to meet and deal effectively with the staff members, administrators, and other contact persons using tact and good judgment.~~
- ~~be capable of performing assigned tasks under minimal supervision.~~
- ~~operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc. as well as equipment developed or advanced from future technology as applicable for the job assignment.~~
- Assist Purchasing Agent with all phases of the administrative procurement process including, but not limited to, upload competitive solicitation in procurement bidding tool, advertising, preparing bidders' list, bid files, bid tabulations, draft recommendations, award information, and drafting correspondence.
- Provide assistance and information to schools, departments and vendors regarding status of requisitions and orders; contact schools, departments and vendors to resolve issues and coordinate problem resolution across groups.
- Review items ordered by schools or departments, including volume, general specifications and delivery terms.
- Review and process purchase requisitions initiated by schools or departments for goods and services within assigned area of responsibility.
- Modify and amend purchase orders with management approval and ensure that proper standards have been met.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.

- ~~participate~~ Participate successfully in the training programs offered to ~~increase~~ enhance the individual skills and proficiency related to the ~~assignment~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to ~~job responsibility responsibilities~~.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the ~~Administrator~~ immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- High school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- A minimum of five (5) years of progressively more responsible office experience ~~which that~~ must have included a minimum of three (3) years in purchasing bid processing in accordance with established procedures of the Purchasing Department and School Board Policies.
- Must have a well-rounded knowledge of administrative support practices and purchasing processes and procedures.
- Must be able to work effectively and with minimum supervision.
- Must be able to complete time sensitive assignments as required.
- Must be detail oriented and diligent in the completion of tasks assigned.
- ~~Must have passing test scores: Computer Keyboard Skills: Speed 40; Accuracy 70.~~
- ~~Must be FAST literate.~~
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- SAP experience in Procurement Modules.
- Bilingual skills.

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

Frequently works with District administrators, planners, principals and department heads to gain information to develop bid specifications and obtain customer feedback for performance improvement and frequently works with outside vendors to negotiate contract terms.

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

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Revised: 7/20/93
Adopted: 8/3/93
Board Adopted: 12/16/03
Board Adopted: 6/1/04
Board Adopted: 12/7/04