



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	Sep 20 2016 10:15AM - Regular School Board Meeting
AGENDA ITEM	OPEN ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

Special Order Request	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time	
Open Agenda	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

ITEM No.:
CC-2.

TITLE:
Revised Job Descriptions for the Purchasing Agent I, Purchasing Agent II and Purchasing Agent III Positions

REQUESTED ACTION:
Approve the revised job descriptions for the Purchasing Agent I, Purchasing Agent II and Purchasing Agent III positions. Approval is requested to advertise the position after the first reading. This is the First reading.

SUMMARY EXPLANATION AND BACKGROUND:
The job descriptions for the Purchasing Agent I, Purchasing Agent II and Purchasing Agent III, are being revised to reflect current required minimum qualifications, job responsibilities and performance expectations of the positions. The modifications to the job descriptions will attract a more diverse pool of applicants with procurement experience, who may qualify for these positions. The job descriptions were publicized for rule adoption in compliance with Florida Statutes on Saturday, August 27, 2016. See attached Executive Summary. Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: <http://webappe.browardschools.com/eAgenda>

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction
 Goal 2: Continuous Improvement
 Goal 3: Effective Communication

FINANCIAL IMPACT:
There is no additional financial impact to the District.

EXHIBITS: (List)
(1) Executive Summary (2) Job Description Purchasing Agent I (3) Point Factor Purchasing Agent I (4) Job Description Purchasing Agent II (5) Point Factor Purchasing Agent II (6) Job Description Purchasing Agent III (7) Point Factor Purchasing Agent III

BOARD ACTION:

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Rose M. Hall	Phone: 754-321-0144
Name: Maurice L. Woods	Phone: 754-321-2610

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Craig J. Nichols - Chief Human Resources & Equity Officer

Signature

Electronic Signature

Approved In Open Board Meeting On: _____

By: _____
School Board Chair