



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Purchasing Agent II  
JOB CODE: DD-086.2  
CLASSIFICATION: Exempt  
PAY GRADE: 22 Steps (1-5)  
BARGAINING UNIT: BTU-TSP  
REPORTS TO: ~~Manager, Strategic Sourcing~~ Procurement Management or as Assigned  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:**

To coordinate, within assigned commodity responsibility, the professional purchasing of a variety of materials and/or services and to provide assistance in developing the appropriate procurement documents for the types of purchases required by ~~the~~ The School Board of Broward County, Florida.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

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

- This position does not have supervisory responsibilities.
- ~~adhere~~ Adhere to all policies, processes, procedures and protocols employed by the Procurement & Warehousing Services Department as well as District policies, procedures and State Statutes by which the Procurement & Warehousing Services Department operates, ~~and~~ adhere to all federal, state, ~~and~~ Department of Education rules, as well as ~~and~~ School Board policies.
- ~~assist~~ Assist in the writing, editing, recommending and coordination of creating the standard specifications and bid conditions for procurement.
- Analyze price comparisons with market conditions, trends, economy and availability of products and services to determine the best procurement process for obtaining the best product at the lowest most competitive cost for the assigned commodities.
- ~~assist~~ Assist in conducting ~~on-going~~ ongoing cost savings/cost avoidance processes through market trend analysis as allowed by State Law, School Board policies, Department of Education's rules and contracts, ~~and~~ provide guidance to the end user of potential opportunities.
- ~~assist~~ Assist in the development of bid and proposal documents for materials and services for District contracts and agreements and assist the end user in the negotiation of contract terms and conditions.
- ~~assist~~ Assist in collaborating with committees of teachers, curriculum, planners, principals and department heads in formulating, developing and upgrading specifications and requirements, ~~and~~ providing assistance and guidance in evaluating bids and proposals.
- ~~assist~~ Assist other Purchasing Agents in leading multi-functional problem solving teams as required.
- ~~exercise~~ Exercise direct contact with vendors to ensure conformance agreement obligations to include delivery, quality, performance and documentation requirements.
- ~~assist~~ Assist in the formal Bid and Request ~~For~~ for Proposal process for assigned commodities and services.
- ~~maintain~~ Maintain accurate and detailed records of spending levels for contracts authorized by the School Board for assigned commodities.
- ~~assure~~ Ensure the proper handling and disposition of school and department requisitions to ensure the lowest possible price and costs ~~that to~~ meet the needs of the end user.
- ~~solicit~~ Solicit written, telephone and/or online pricing ~~quotations~~ quotes for materials and services required by the end users.
- ~~perform~~ 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 in training programs offered to enhance the individual's skills and proficiency related to job responsibilities.

- Review current developments, literature and technical sources of information related to job responsibilities.
- ensure Ensure adherence to good safety rules and procedures.
- follow Follow federal and state laws, as well as School Board policies.
- perform Perform other duties as assigned by the Manager, Strategic Sourcing immediate supervisor or designee.

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

- ~~An earned bachelor's degree from an accredited institution.~~
- ~~Minimum of one (1) year, within the last three (3) years, of satisfactory purchasing experience as a Purchasing Agent I in the School Board of Broward County, Florida purchasing system.~~
- An earned bachelor's degree from an accredited institution.
- A minimum Minimum of two (2) years, within the last five (5) years, of satisfactory purchasing experience in a high volume governmental or private sector purchasing environment.;

Or

- An earned associate's degree from an accredited institution.
- A minimum of four (4) years, within the last six (6) years, of satisfactory purchasing experience in a high volume governmental or private sector purchasing environment;

And

- Knowledge and experience in developing Request for Proposals (RFP) and Invitations to Bid (ITB) for both standard and complex materials and services.
- Contract Management experience.
- Computer skills are required for the position.

#### PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Certified Purchasing Manager (CPM) certification.~~
- Certified Purchasing Professional (CPP).
- Certified Professional Public Buyer (CPPB) or Certified Professional Procurement Officer (CPPO).
- SAP experience in Procurement Modules.
- Bilingual skills.

#### JOB PROGRESSION/CAREER LADDER:

~~A Purchasing Agent II may be promoted to Purchasing Agent III after two (2) years of satisfactory performance and experience in the Procurement & Warehousing Services Department with the approval of the Manager, Strategic Sourcing. The Purchasing Agent I, II and III jobs are designated as one job for the purpose of job progression when the employee has achieved an evaluation indicating that their job performance has met or exceeded the expectations of the position.~~

The Purchasing Agent I, II and III jobs are designated as one job for the purpose of job progression when the employee has achieved an evaluation indicating that their job performance has exceeded the expectations of the position. Promotions within the Purchasing Agent career ladder require outstanding performance and experience within the Procurement & Warehousing Services Department, and approval of the Director, Procurement & Warehousing Services.

A Purchasing Agent I may be promoted to Purchasing Agent II after one (1) year of outstanding performance and experience in the Procurement & Warehousing Services Department, and approval of the Director, Procurement & Warehousing Services.

A Purchasing Agent II may be promoted to Purchasing Agent III after two (2) years of outstanding performance and experience in the Procurement & Warehousing Services Department, and approval of the Director, Procurement & Warehousing Services.

**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; 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.

Board Approved: 2/16/84 &

Adopted: 3/1/84

Alignment Title Change: 9/11/2001

(Item G-3 Amendment)

Board Adopted: 12/16/03

Revised: 7/9/14

Board Adopted: 8/19/14