



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Purchasing Agent III
JOB CODE: DD-086.3
CLASSIFICATION: Exempt
PAY GRADE: 23 Steps (1-5)
BARGAINING UNIT: BTU-TSP
REPORTS TO: Manager, Strategic Sourcing Procurement Management or as Assigned
CONTRACT YEAR: Twelve Months

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 III 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.
- ~~write~~ Write, edit, recommend and coordinate, in conjunction with the using request of school or department, standard specifications and bid conditions.
- 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~~ of assigned commodities.
- ~~conduct~~ Conduct 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.
- ~~Develop~~ Develop, 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.
- ~~solicit~~ Solicit written and telephone price quotations quotes. Develop and execute purchasing strategies that provide the best and most competitive products for the District and identify and eliminate non-value added processes.
- ~~collaborate~~ Collaborate 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.
- ~~lead~~ Lead multi-functional problem-solving teams as required.
- ~~meet~~ Meet and deal effectively with the general public, staff members, administrators and other contact persons, using tact and good judgment. Initiate, conduct or lead meetings with internal and/or external customers, to include vendors, to identify opportunities for improvements or to resolve longstanding issues affecting the business operations.
- ~~exercise~~ Exercise direct contact with vendors to ensure performance agreement obligations, including delivery, quality, performance and documentation requirements.
- ~~assume~~ Assume complete responsibility for the formal Bids and Request 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 and services.

- ~~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 for materials and services required by the end users.
- 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 the job responsibilities.
- ~~review~~ 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 immediate supervisor or designee. ~~Manager, Strategic Sourcing.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- ~~An earned bachelor's degree from an accredited institution.~~
- ~~Minimum of two (2) years, within the last five (5) years, of satisfactory purchasing experience as a Purchasing Agent II in the School Board of Broward County, Florida purchasing system.~~

Or

- An earned bachelor's degree from an accredited institution.
- A minimum of Four (4) four (4) years, within the last seven (7) years, of satisfactory purchasing experience in a high volume governmental or private sector purchasing environment.;

And

- Certified Purching Professional certification (CPP).
- Knowledge and experience in preparing bid specifications of categories of standard and complex materials.
- ~~ability~~ Ability to communicate with diverse group of requestors and vendors.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Certified Purchasing Manager (CPM) or Certified Professional I Supply Management (CPSM) certification.
- Certified Professional Public Buyer (CPPB) or Certified Professional Procurement Officer (CPPO).
- SAP experience in Procurement Modules.
- Bilingual skills.

JOB PROGRESSION/CAREER LADDER:

~~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 his/her job performance has met or exceeded the expectations of the job.~~

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.

SUPERVISES: Supervise staff as assigned.

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