



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-3.

TITLE:
Revised Job Description for the Purchasing Agent IV Position

REQUESTED ACTION:
Approve the revised job description for the Purchasing Agent IV position. Approval is requested to advertise the position after the first reading. This is the First reading.

SUMMARY EXPLANATION AND BACKGROUND:
The job description for the Purchasing Agent IV position is being revised to more clearly reflect the defined position responsibilities and the minimum education and experience required to ensure successful performance in the role. Revisions include updates to reflect the new job description template and additions to the minimum and preferred qualifications. The job description was 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 (3) Point Factor

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