

Exhibit 1

School Board Agenda Item CC-3  
September 20, 2016

Executive Summary

Revised Job Description for the Purchasing Agent IV Position

Background: This item is being recommended for School Board approval to meet requirements for revised job description.

Position Title: **Purchasing Agent IV**

Division/Department: **Chief Strategy & Operations Officer**

Pay Grade: **25**      Range: **\$66,545 - \$95,287**      Point Range: **845 - 894**

Salary Schedule: **2015-2016 BTU – TSP Salary Schedule**

Recommended Policy Status: Chart Job Description – **First** Reading

Rationale: 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 goal of the Purchasing Agent IV is to coordinate, within assigned categories, the professional purchasing of a variety of categories of complex materials, supplies and equipment to support a broad range of diverse instructional and technical school system programs. This position also provides technical guidance to school administrators originating requests on the purchase of electronic and other specialized equipment and services.

Revisions of the job description do not impact the pay grade or salary range of the position.

Prior to the recommendation to the School Board for approval, the representative from the BTU-TSP Unit was provided a copy of the job description for review and feedback. Additional feedback was received and reviewed with the Union Representative prior to submission of this document for approval.

Cost: There is no additional financial impact to the District.