



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Purchasing Agent IV
JOB CODE: DD-078
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: ~~Director Supply Management & Logistics~~ Procurement Management or as Assigned
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To coordinate, within assigned categories, the professional purchasing of a variety of categories of complex materials, supplies and equipment to support a ~~myriad~~ broad range of diverse instructional and technical school system programs. ~~The~~ The position also provides technical guidance to school administrators originating requests on the purchase of electronic and other specialized equipment and services.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

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

- Supervise staff as assigned in the performance of job duties.
- ~~write~~ Write, edit, recommend, and coordinate highly technical product specifications and bid conditions and analyze price comparison with market trends, economy and availability of products to determine the procurement process for obtaining the most suitable product at the lowest and best price for assigned categories.
- ~~expedite~~ Expedite follow-up on all purchase orders in area of assigned responsibility.
- ~~work~~ Work with committees of teachers, curriculum planners, principals, and department heads in formulating and upgrading specifications and evaluating bids.
- ~~meet~~ Meet and ~~deal~~ interact effectively with the general public, staff members, administrators and other contact persons, using tact and good judgment.
- ~~have~~ Maintain complete responsibility for the formal bid process in area of assigned commodity responsibility.
- ~~exercise~~ Exercise direct contact with vendors to ensure performance and follow-up on ~~alleged~~ identified discrepancies and ~~nonperformance~~ non-performance.
- ~~buy~~ Purchase materials, supplies, and equipment in areas of assigned responsibility.
- ~~assure~~ Ensure proper handling of school and department requisitions and secure lowest possible ~~prices of~~ cost for items needed.
- ~~solicit~~ Solicit written and telephone price quotations.
- ~~assist~~ Assist in coordination of purchases for all new schools.
- ~~maintain~~ Maintain vendor file in area of assigned commodity responsibility.
- ~~maintain~~ Maintain requisition log in area of assigned responsibility.
- ~~assign~~ Assign vendor code numbers to purchase requisitions.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, ~~FL~~ Florida.
- ~~participate~~ Participate, ~~successfully,~~ in the training programs offered to ~~increase~~ enhance the individual's skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to ~~job responsibility~~ 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, ~~Director Supply Management & Logistics~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~A minimum~~ ~~Minimum~~ of ~~five (5)~~ six (6) years, within the last nine (9) years, of experience and/or training in the field related to the title of the position;

Or

- An earned bachelor's degree with ~~Five (5)~~ six (6) years of satisfactory experience in the job assignment of Buyer or Purchasing Agent in the ~~Broward County School System~~ The School Board of Broward County, Florida;

And

- ~~ability~~ Ability to communicate with a diverse group of requestors and vendors.
- Knowledge and experience in preparing bid specifications of in categories of complex technical materials, supplies and equipment of governmental or school system programs.
- Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) certification.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Having a certificate in Purchasing Management.~~
- Certified Professional Public Buyer (CPPB) or Certified Professional Procurement Officer (CPPO) and public school procurement experience is preferred.
- SAP experience in Procurement Modules.
- Bilingual skills.

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: 10/20/83 &
 Adopted: 11/3/83
 Revised: 2/16/84
 Realigned: 4/11/95
 Realignment: 3/19/96
 Board Adopted: 12/16/03*
 Reporting Title Change: 7/1/05