



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, Program Evaluation
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Strategic Initiative Management
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provides planning and education program evaluation services for the District, including collection, analysis, and interpretation of all data, information, test results, evaluations, and other indicators that are used to translate policy into practice, identify areas of concern and need, and serve as the basis for short and long range planning.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Program Evaluation shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Assemble data, conduct evaluation studies, and oversee research and development activities designed to provide information about the effect of alternative educational practices; and oversee research activities designed to evaluate instructional materials to improve curricular and instructional practices.
- Provide technical assistance in the analysis and interpretation of information, test results, evaluations, and other indicators that are used in the formulation of policy, identification of areas of concern and needs, and serve as a basis for short and long range planning.
- Provide technical assistance to district staff, teachers, and other school-based professionals, in developing an appropriate research design for assessing the impact of evaluation studies performed throughout the District.
- Participate in the translation of educational policy into practice, providing empirical evidence as appropriate.
- Build an awareness and understanding of sound program evaluation and policy analysis as it pertains to the success of students throughout the stakeholder community including the Board, senior leadership, and key agents throughout the Broward County Public Schools community.
- Collaborate with internal stakeholders to identify educational programs in place within the District and develop a comprehensive program evaluation strategy.
- Assist in the planning of new intervention program implementations by providing guidance in the creation of logic models, the identification and measurement of indicators, and the design and implementation of evaluation plans.
- Direct and coordinate evaluation efforts as related to District educational programs with the assistance of in-house and/or outside consultants.
- Oversee a comprehensive research review process of any proposed research request to take place in the District.
- Oversee evaluation consultant review and selection process.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of seven (7) years within the last ten (10) years of progressively more responsible experience in the field related to the title of the position.
- Demonstrated expertise in the use of computer software (including Statistical Programs for Social Sciences (SPSS), Stata, Excel, and Hyperion), for analysis and summarization of large data sets.
- Experience writing reports and presenting research, evaluation, and/or policy analysis findings for general audiences.
- Experience conducting research in public education settings.
- Experience collaborating with in-field professionals at the county, state, and national levels.
- Computer skills as required.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of eight (8) years experience, including at least three (3) years supervisory or administrative experience and training in field related to the position.
- Graduate level course work in Psychological Science, Public Policy Analysis, Research Design & Methods, Statistics & Data Analysis, and/or Program Evaluation.
- Bilingual skills.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Facilitates and fosters frequent communication with internal and external customers throughout the District, using professionalism, tact, and good judgment to improve the implementation of strategic initiatives.

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.

Point Factor Listing
 Director, Program Evaluation
 Point Range: 1045-1214
Position Factors

<p>1. Knowledge: Combined required minimum education/experience for competent performance</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Education</u></th> <th colspan="3" style="text-align: center;"><u>Experience Range - Years</u></th> <th></th> </tr> <tr> <th></th> <th style="text-align: center;"><u>Up to 3</u></th> <th style="text-align: center;"><u>4-7</u></th> <th style="text-align: center;"><u>8+</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>A. High School</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>B. A.A/Vocational training</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>C. B.S/B.A.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>D. M.S/ M.A.</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>E. MS+ (Sr. Mgmt.)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>					<u>Education</u>	<u>Experience Range - Years</u>					<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>		A. High School	1	2	3	3	B. A.A/Vocational training	1	2	3	3	C. B.S/B.A.	1	2	3	3	D. M.S/ M.A.	1	2	3	3	E. MS+ (Sr. Mgmt.)	1	2	3	3
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<p>3. Problem Solving: Thinking environment to perform job duties</p> <p>A. Follow established routine and well-defined patterns</p> <p>B. Some analysis; known solutions</p> <p>C. Apply established principles; determine method</p> <p>D. Follows broad policies; known objectives</p> <p>E. Establish policies based on goals/strategies</p>																																							
<p>4. Decision Making Freedom: Freedom to take action</p> <p>A. Follows instructions; refer decisions to a higher authority</p> <p>B. Occasional independent action; interpret practices/procedures</p> <p>C. Independence within specialty area; report progress</p> <p>D. Frequent independent action; may impact other areas</p> <p>E. Regular independent action; follows broad policies</p>																																							
<p>5. Position Impact: Degree of job impact on the District</p> <p>A. Minor to total organization; moderate to work unit</p> <p>B. Advisory to work unit; used by others to take action</p> <p>C. Substantial support, advice, and counsel to work unit</p> <p>D. Substantial direct impact on unit's results</p> <p>E. Authoritative to unit/substantial to District</p>																																							

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C3	D2	D	E	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Coordinator, Strategic Management
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Strategic Initiative Management
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Support the implementation of Strategic Initiative action plans to achieve desired outcomes. Synthesize large amounts of data across District departments into presentations for strategic decision-making purposes.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, Strategic Management shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Serve as a District contact for Program and Performance Management plans and monitor such plans to ensure they are aligned to the District's Strategic Plan.
- Utilize established performance management methods such as Six Sigma, Lean Education Academic Network (LEAN) and other process improvement methods to guide continuous improvement efforts across the District.
- Build awareness, perspective, and alignment throughout the stakeholder community including the Board, senior leadership and key agents throughout the Broward County Public Schools community.
- Conduct data analysis through measurement and data analytics to guide decision-making regarding past and current performance level of departments.
- Develop alignment and synergy with partners to Broward County Public Schools' mission, vision and strategic plan.
- Design performance improvement reports to effectively communicate departmental recommendations.
- Support and manage teams to ensure high quality Program and Performance Management.
- Identify effectiveness and ineffectiveness in departmental processes through detailed interview process.
- Analyze and develop process flow documents and techniques.
- Compile and analyze data, as well as develop and implement reports and metrics based on knowledge of department operations.
- Recommend process improvements and enhancements.
- Provide coaching/teaching/training to multiple departments with unique processes.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in economics, education, business administration or related field from an accredited institution.
- A minimum of five (5) years, within the last eight (8) years, of progressively more responsible experience and/or training in program and performance management or in a related field.
- Experience working with non-profit organizations, governmental agencies, business and/or K-12 educational system with demonstrated knowledge in matters relating to performance management and project management.
- Proficiency in synthesizing large amounts of data.
- Effective presentation, communications and client relationship skills.
- Ability to multi-task in a fast paced environment.
- Understanding of key performance indicators and how they relate to current and future state.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of four (4) years' experience, in program and performance management or field related to the position.
- Certificate in Six Sigma.
- Bilingual skills

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Facilitate and fosters frequent communication with internal and external customers throughout the District, using professionalism, tact and good judgment to improve the implementation of strategic initiatives.

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.

Point Factor Listing
 Coordinator, Strategic Management
 Point Range: 945-1044
Position Factors

1. Knowledge: Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3
2. Human Relations Skills: All interpersonal skills required to produce the desired end result				
<u>Required skill level</u>		<u>*Organization Contact Level</u>		
A. Moderately important; courtesy/tact		1	2	3
B. Important; communicate ideas/lead team		1	2	3
C. Very important; influencing others; supervise/manage		1	2	3
D. Critical to end result; convincing others; lead/motivate		1	2	3
*Definitions				
1 – Immediate workgroup		2 – Outside of immediate workgroup		
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties		
3. Problem Solving: Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				
4. Decision Making Freedom: Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				
5. Position Impact: Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	C2	C	D	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Evaluation Administrator
JOB CODE: RR-051
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Program Evaluation ~~Executive Director, Portfolio Management~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To serve as the contact for file utilization; to troubleshoot problems related to file maintenance, analysis and construction; to supply data analyses achieved through mainframe (preferably Statistical Programs for the Social Sciences SPSS) and microcomputer applications; to prepare presentation quality graphics; to coordinate the development and transfer of data files between department and external consultants; and to develop research project schedule and monitor progress.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Evaluation Administrator shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties. ~~This position supervises staff as assigned to the Department of Program Evaluation.~~
- Apply ~~apply~~ mainframe and microcomputer applications (preferably SPSS) to analyze data.
- Inventory, ~~inventory,~~ maintain, and construct mainframe and microcomputer research files using programs such as Brio Query software as a means for downloading specific mainframe data elements.
- Provide ~~provide~~ instruction and guidance to department clerical staff regarding the maintenance and construction of research files.
- Construct ~~construct~~ graphics for data presentation.
- Write ~~write~~ research reports and briefs for distribution to local educators and the community at large.
- Identify ~~identify~~ and supervise the transfer of research files.
- Create, ~~create,~~ edit, format, analyze, and report microcomputer database information.
- Utilize ~~utilize~~ technology to secure research information from other computer systems and networks.
- Interact ~~interact~~ effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- 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 successfully in the~~ training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities, ~~assignments.~~
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities, ~~responsibility.~~
- Ensure ~~ensure~~ adherence to good ~~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, ~~Executive Director, Portfolio Management~~ or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~A minimum~~ Minimum of five (5) years within the last eight (8) years of progressively more responsible experience and/or training in the field related to the title of the position.
- Demonstrated proficiency in the use of programs such as Statistical Programs for the Social Sciences (SPSS) syntax language.
- Proficiency ~~is also required~~ in computer software utilizing spreadsheets, charts, databases, and worksheet basics.
- Experience ~~In addition, qualified candidates must have demonstrated experience~~ coordinating research projects.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Preferred degree major~~ Completion of coursework in computer applications, advanced mathematics, statistics, research methodology, or evaluation.
- Proficient in ~~Brio Query software experience, or similar software, with a demonstrated capability to download data from mainframe sources to microcomputers is preferred.~~
- Experience ~~Prefer~~ experience in data processing accrued in at least four (4) of the following areas: (1) file management, (2) computer programming, (3) data base formatting/planning, (4) data analysis, (5) written presentation of research findings, or (6) the presentation of results using graphics.
- ~~In addition, qualified candidates must have demonstrated~~ Experience coordinating research projects.
- Bilingual skills ~~preferred~~.

SUPERVISES:

~~Provides functional guidance to department clerical staff regarding the management, maintenance, and construction of the department's research files.~~

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Interact effectively, using tact and good judgment to give and receive information, with the general public, staff members, students, teachers, parents, and administrators.

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: 11/2/99 &

Adopted: 11/16/99

Upgraded: 5/01/2001

Board Adopted: 12/16/03

Revised: 01/22/10

2009-2010 Organizational Chart

Revised: 10/15/2012

2012-2013 Organizational Chart



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, Construction Sourcing
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Procurement & Warehousing Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure the effective management of a team of project consultants such that the capital program consistently delivers cost effective and timely school facility improvements of the highest quality consistent with the District's goals.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Construction Sourcing shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Plans, direct and reviews "Advertisement for Bid" documents, including bid and technical specifications, providing single point control over all related contract documents and change notices for the construction functional area/construction program, including working within an internal matrix and external consultant staffing structure.
- Coordinate procurement activities for the District's construction programs with other departments and District personnel.
- Ensure all Bid documentation is properly created and advertised according to District's policies. Manage and review bids and related documents.
- Maintain direct contact with vendors to ensure performance and follow-up.
- Analyze requirements, market trends and economy to determine the procurement process for obtaining the best value for construction projects.
- Participate as a member of the negotiation team on construction related contracts as assigned.
- Verify documents have been reviewed and approved by the Legal Department prior to going out to bid.
- Verify documentation of appropriate licenses and insurance for all bids and/or contracts as required by the Director of Risk Management.
- Routinely review bid specifications, submittals, bulletins, change orders, schedules and other documents.
- Evaluate actions performed by vendors and District personnel, and ensure compliance with regulations, procedures, and specifications.
- Participate in conflict resolution, including recommending corrective actions, including travel to schools and work sites throughout the District.
- Review and provide recommendations to the Director, Construction on all formal solicitations.
- Provides outstanding customer service, and uses positive interpersonal communication skills.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited educational institution with major course work in construction management, architecture, engineering, supply chain management or related field.
- A minimum of five (5) years of experience and/or training, within the last eight (8) years, in the field related to the title of the position.
- Progressively responsible experience managing a medium to large commercial, industrial, public or private construction project, including responsibility for the associated procurement and supply chain process.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited educational institution with major course work in construction management, architecture, engineering or related field.
- A minimum of five (5) years of experience and/or training, within the last eight (8) years, in the field related to the title of the position.
- Certified Construction Manager, Project Management Professional or similar training/ coursework.
- Experience in a management role within the capital construction program of an educational institution; Certified Professional in Supply Management (CPSM) or a Certified Professional Purchasing Buyer (CPPB); Project Management Professional (PMP).
- Bilingual skills

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Works extensively with the Director of Procurement and Warehousing Services, District and consultant project staff, school administration and the professional design and construction community to ensure the design work leads to high quality improvements to each and every school within the District.

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:

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EVALUATION:

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Point Factor Listing
 Manager, Construction Sourcing
 Point Range: 945-1044
Position Factors

1. Knowledge: Combined required minimum education/experience for competent performance				
	<u>Experience Range - Years</u>			
<u>Education</u>	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	
2. Human Relations Skills: All interpersonal skills required to produce the desired end result				
	<u>*Organization Contact Level</u>			
<u>Required skill level</u>	1	2	3	4
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
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3. Problem Solving: Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				
4. Decision Making Freedom: Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
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5. Position Impact: Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	C2	C	D	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, Procurement Compliance ~~Manager, Operations & Compliance~~
JOB CODE: RR-086
CLASSIFICATION: Exempt
SALARY BAND: C 26
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Procurement & Warehousing Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Identify and implement systems and improvements that support diverse and changing business needs. Ensure vendor contract compliance to specifications, terms and conditions, and requirements of the contract employing best practices to continuously improve supply sources.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Procurement Compliance ~~Manager, Operations & Compliance~~ shall carry out the performance responsibilities listed below.

- Supervises ~~supervise~~ staff as assigned in the performance of job duties. ~~This position supervises staff as assigned.~~
- Demonstrate ~~demonstrate~~ expertise with respect to all procurement concepts, policies and procedures that meet state, local and the Department of Education requirements.
- Assist ~~assist~~ the Director, Procurement & Warehousing Services in developing overall department strategies by incorporating industry best practices and utilizing performance metrics; recommend and develop policy provisions to improve department functions.
- Develop ~~develop~~ evaluation metrics and provides leadership across the Procurement Organization.
- Monitor ~~monitor~~ and maintain compliance with state, and local, educational contract requirements.
- Responsible ~~responsible~~ for procurement software program analysis, design, development, documentation testing, and conversion of new procurement systems.
- Ensure ~~ensures~~ that staffing is appropriately deployed to meet the requirements of the various business units supported by Procurement.
- Train ~~train~~ and develop staff by providing coaching and mentoring; assist in the supervision of ~~the~~ clerical staff.
- Prepare ~~prepare~~ market value analysis reports on various commodities.
- Apply ~~apply~~ logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.
- Identify ~~identify~~ automated procurement system problems and research problems for suitable solution.
- Serve ~~serve~~ as liaison to resolve disputes between department staff and other City departments, contractors, and consultants on contracts.
- Prepare ~~prepare~~ clear and concise reports, correspondence and other written materials.
- Train ~~train~~ and assists division personnel in proper job procedures and procurement policies.
- Acts ~~acts~~ as division supervisor in the absence of the Strategic Sourcing Manager.
- Assist ~~assist~~ in developing annual operating budgets for the department annually.
- Organize ~~organize~~ work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of minimal direction.
- Maximize ~~maximize~~ savings opportunities by implementing strategic sourcing processes and developing strategic sourcing initiatives.

- Ensure ~~ensure~~ continuous improvement of operations by performing data/process analysis; developing spending analyses; and gathering customer feedback and developing and implementing customer service initiatives.
- Maximize ~~maximize~~ the use of technology in the purchasing operations function; incorporate Ecommerce and E-procurement as a daily purchasing resource.
- 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 successfully in the~~ training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- 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, ~~Director, Procurement & Warehousing Services~~ or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in Business Administration or related field from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of experience and/or training within the last eight (8) years in the field related to the title of the position, including three (3) years in a supervisory capacity.
- An active certificate in Purchasing Management, Certified Purchasing Manager (C.P.M.), Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB).
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Certificate in Purchasing Management, Certified Purchasing Manager (CPM) or a Certified Professional Purchasing Buyer (CPPB).
- Extensive experience in a high volume procurement organization as a compliance manager, contract administrator, senior purchasing agent, senior buyer or similar level position preferably within a governmental agency or school program.
- Knowledge and experience in researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Experience in SAP Enterprise Resource Planning System.
- Bilingual skills are preferred.

SUPERVISES:

Employees 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; occasionally addresses School Board members to discuss purchasing requirements and contracts.

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.

2014-2015 Organizational Chart

Board Approved: 5/20/14

Board Adopted: 6/24/14

DRAFT