



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2017-12-05 10:05 - School Board Operational Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	CC. BOARD POLICIES
<b>DEPARTMENT</b>	Compensation (Human Resources)

<b>Special Order Request</b>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>Time</b>	
<b>Open Agenda</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

**ITEM No.:**  

CC-5.
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**TITLE:**  

Proposed Revised Job Description for the Purchasing Technician Position
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**REQUESTED ACTION:**  

Approve the revised job description for the Purchasing Technician position. Approval is requested to advertise the position after the first reading. This is the <b>First</b> reading.
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**SUMMARY EXPLANATION AND BACKGROUND:**  

The job description for the Purchasing Technician is being revised to better align the goals, qualifications and primary responsibilities of the position, based upon the expected scope of work. The revisions include modifications that will ensure the job description accurately reflects the required qualifications, goals, experience, accountability and essential performance responsibilities of the position. The job description was publicized for rule adoption in compliance with Florida Statutes on November 11, 2017. See attached Executive Summary. Copies of all supporting documents are available online via the Broward County Public Schools eAgenda at: <a href="http://webappe.browardschools.com/eAgenda/">http://webappe.browardschools.com/eAgenda/</a>
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**SCHOOL BOARD GOALS:**  
 **Goal 1: High Quality Instruction**   
 **Goal 2: Continuous Improvement**   
 **Goal 3: Effective Communication**

**FINANCIAL IMPACT:**  

Revisions of the job description do not impact the pay grade or salary range. There is no additional financial impact to the District.
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**EXHIBITS: (List)**  

(1) Executive Summary (2) Job Description
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**BOARD ACTION:**  

(For Official School Board Records Office Only)
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**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
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Approved In Open Board Meeting On: \_\_\_\_\_  
By: \_\_\_\_\_  
School Board Chair

Signature  

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