



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Purchasing Technician
JOB CODE: MM-105
CLASSIFICATION: Non-Exempt
PAY GRADE: 16
BARGAINING UNIT: FOPE – Clerical
REPORTS TO: ~~Purchasing Agent V or designee.~~ Procurement Management or as Assigned
CONTRACT YEAR: Twelve Months

POSITION GOAL: To perform specialized purchasing work ~~in a support capacity within a large centralized purchasing operation~~ for of clerical nature related to the acquisition of goods and services as required by the school district School District.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Purchasing Technician shall carry out the performance responsibilities listed below.

- ~~assist Assist~~ Purchasing Agent with all phases of the procurement process including, but not limited to, solicitation development, preparation of solicitations for release, advertising, preparing bidders' list, bid files, bid tabulations, draft recommendations, Board agenda documents, award information, and drafting correspondence.
- ~~review Review~~ items ordered by schools or departments, including volume, general specifications and delivery terms, and determine appropriate purchasing method and/or procedures in accordance with School Board policies and guidelines.
- ~~independently Use financial system to review and process, using financial system,~~ requisitions initiated by schools or departments for goods and services within assigned area of responsibility; modify and amend purchase orders; ensure that the proper standards ~~have been~~ are met; monitor financial system reports to ensure Board approved spending limits are not exceeded.
- ~~provide Provide~~ assistance and information to schools, departments and vendors regarding purchasing procedures and the status of requisitions and orders; contact schools, departments and vendors to resolve ~~problems and~~ or coordinate problem resolution across groups.
- ~~coordinate Coordinate~~ release of solicitations, addendums and other correspondence; coordinate and maintain receipt of sealed bids and proposals.
- ~~coordinate Coordinate~~ solicitation opening meetings and prepare tabulation sheets; tabulate bids received and prepare evaluation information, ~~for Purchasing Agent or evaluation committee members~~ as required.
- ~~research, Research~~ collect and analyze applicable data utilizing Internet and reference resources.
- ~~utilize Utilize~~ business software applications to collect, maintain, present and use applicable data to support strategic purchasing decisions.
- ~~maintain Maintain~~ all applicable files as necessary.
- ~~perform Perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- ~~participate successfully Participate in the~~ training programs offered to ~~increase~~ enhance the individual's skills individual 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~~ federal and state laws, as well as School Board policies.
- ~~perform Perform~~ other duties as assigned by ~~Purchasing Agent V~~ the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- ~~Standard~~ A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- ~~Four (4)~~ A minimum of three (3) years, within the last five (5) years, of successful work experience in a secretarial/clerical or administrative support capacity, including two (2) years of experience in a purchasing-related position.
- ~~Must have a well rounded knowledge~~ Demonstrated Knowledge of administrative support practices, ~~and~~ purchasing processes and procedures.
- ~~Must be able to work effectively and make decisions with minimum supervision.~~
- Ability to work independently, demonstrate good judgment, resourcefulness and problem solving.
- Experience creating purchase orders from requisitions and ensuring adherence to purchasing policies.
- Computer skills as required for the position.
- ~~Must have passing test scores:~~
- ~~Computer Keyboard Skills:~~
- ~~Speed 40~~
- ~~Accuracy 70~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Associate's degree preferred.~~
- ~~Broward County Public Schools experience and/or public sector purchasing experience.~~
- ~~Bilingual skills preferred.~~

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

Frequently works with District and school personnel, including principals, bookkeepers, and department heads, to place orders and report on availability and delivery status. Frequently works with vendors to place orders, determine product availability and deliver status, and gain information on new products or changes to existing products.

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 Adopted: 12/16/03

Board Adopted: 6/1/04

Board Adopted: 12/7/04