



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, Strategic Sourcing
JOB CODE: E-151
CLASSIFICATION: Exempt
PAY GRADE: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Procurement & Warehousing Services or Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL: ~~Ensure the District purchases required~~ Provide strategic and operational oversight for the purchase of complex materials, supplies and services construction projects and equipment, within assigned categories and/or commodities, from Partner with reliable vendors who will to secure an appropriate supply of quality products at the lowest cost by employing best practices to and continuously improve improving supply sources. The Manager, Strategic Sourcing shall perform jobs that are not of a routine, clerical, or ministerial nature and which require the exercise of independent judgment to formulate, and assist in formulating policies applicable to the employees in the proposed bargaining unit; may reasonably be required to assist in the preparation for the conduct of collective bargaining negotiations; the position will have a role in the administration of any collective bargaining agreement; may reasonably be required to assist in the preparation of Department budgets and will otherwise have a significant role in the administration of such budgets; and have a significant role in personnel administration. During the absence of the Director, Procurement & Warehousing Services, the Manager, Strategic Sourcing, will supervise overall operation of the Purchasing department and all employees of the Procurement Services Department

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

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

- Lead the development and implementation of progressive sourcing strategies that deliver advantaged economics, innovation, and quality.
- provide Provide expertise with respect to all guidance and assistance to staff on matters related to procurement concepts, policies and procedures, ensuring compliance with that meet state, local and the Department of Education requirements statutes.
- achieve targeted results against Sourcing objectives which include a group cost savings goal identified annually.
- manage purchasing agents and technicians to ensure proper procurement strategy is utilized and cost are obtained.
- lead Lead major negotiations and large sourcing engagements through economies of scale.
- ensure Ensure effective process and communication channels are in place to maximize the delivery and implementation of any all sourcing activities.
- manage priorities effectively, focusing on efficient work results; meet Meet regularly with stakeholders to present current and planned sourcing strategies to maintain ensure alignment with the business; Strategic Sourcing goals and objectives; manage bid priorities effectively with a focus on strategic sourcing and continuous improvement.
- ensure Ensure the maintenance of a formal bid tracking system for expiring contracts and contract renewals; assist with the maintenance of contract files and cost information on all contractual services.
- serve as a liaison between the consultants, contractors and Facilities & Construction Management and Procurement & Warehousing Services during the preparation and/or amendment of design and construction contracts.
- Partner and cultivate strategic supplier relationships that deliver cost reduction, supply assurance, quality improvement, and innovation.
- work Work and meet with committees of administrators, curriculum planners, principals, and department heads in formulating to formulate and upgrading upgrade specifications, and evaluating evaluate bids.
- manage the preparation and negotiation of design and constructions contracts and front-end documents for construction contracts. Administer and manage pre- and post-award acquisition.

- ~~coordinates~~ Coordinate legal ad notice procedures and supervise the preparation of agenda items for School Board action.
- ensures Ensure the purchase of materials, supplies, and equipment in areas of specific responsibility are in compliance with School Board policies and regulations as needed.
- ~~ensure employee development, training and mentoring staff.~~
- assist Assist and direct Purchasing Agents with the preparation of bid specifications, bid evaluations, negotiations, and award documents, as needed.
- ~~write,~~ Write, edit, recommend, and coordinate technical product specifications and bid conditions; negotiate and prepare contracts; analyze price comparison with market trends, economy and availability of products to determine the procurement process for procuring, ~~which will obtain~~ the best products at the lowest ~~and~~ best price, including reverse auctions, and without sacrificing quality or customer service.
- ensures Ensure that ~~processing of school and~~ department requisitions are processed in a timely manner; expedite follow-up on all purchase orders in area of assigned responsibility as required; and assist in coordination of purchases for new schools.
- ~~meet and deal effectively with the general public, staff members, administrators and other contact persons, using tact and good judgment.~~
- ~~responsible for supervising~~ Supervise the formal bid process in all assigned areas of commodity and service responsibility and offer guidance to ~~other~~ purchasing agents; maximize savings opportunities by implementing strategic sourcing process and developing strategic sourcing initiatives.
- ensure Ensure continuous improvement of operations by performing ~~data/process~~ data and process analysis, developing spending analyses, ~~and~~ gathering customer feedback, and developing and implementing customer service improvement initiatives, and Key Performance Indicators.
- maximize Maximize the use of technology in the purchasing operations function; incorporate E-commerce and E-procurement as a daily purchasing resource.
- ~~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.~~
- ~~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 in training programs offered to enhance the ~~individual's skills~~ individual skills and proficiency related to the 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 federal and State state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Director, Procurement & Warehousing Services immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~Minimum~~ A minimum of ~~seven (7)~~ five (5) years, within the last ten (10) years, of experience ~~and/or training~~ in the field related to the title of the position, including supervisory and administrative experience in the purchasing discipline, within the past twelve (12) years including five (5) years in a supervisory capacity.
- ~~An active certificate~~ Valid certification in one of the following discipline(s): in-Purchasing Management, Certified Purchasing Manager (CPM), Certified Public Procurement Officer (CPPO), or Certified Professional Public Buyer (CPPB) or Certified Professional in Supply Management (CPSM).
- Extensive experience in a high volume procurement organization.
- ~~Depth~~ Extensive knowledge and experience in negotiating preparing commodity management, bid documents management of various complex technical materials, supplies, services and equipment; and in the preparation of ~~experience in the preparation of construction contracts of large construction projects, jobs specifications, design standards, administrative forms, and legal documents required for bidding~~ process and board Board agenda items and construction.

~~Experience supervising staff and daily operations of purchasing; Experience with writing and negotiating contracts; and administration of the strategic sourcing process; negotiating, and the ability to communicate with diverse groups of requesters and vendors.~~

- Excellent written and oral communication skills, including the ability to communicate with diverse groups of requesters, vendors, and stakeholders.
- Computer skills ~~are~~ as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Experience Prior experience as a purchasing manager, senior purchasing agent, senior buyer or similar level position preferably within a governmental agency or school program.
- 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~~ 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 frequently, and/or up to 10 pounds of force 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
Revised: 10/08/14