



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Assistant Director, Procurement ~~Compliance~~ & Warehousing Services  
**JOB CODE:** RR-086  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Procurement & Warehousing Services  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To 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. Assist in the preparation of Department budgets and in the administration of such budgets. Exercise strong leadership in personnel administration and provide supervision of Procurement operations and staff in the absence of the Director, Procurement & Warehousing Services.

~~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 Assistant Director, Procurement ~~Compliance~~ & Warehousing Services shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Demonstrate expertise with respect to all procurement concepts, policies, and procedures that meet state, local and the Department of Education requirements.
- 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 evaluation metrics and provides leadership across the Procurement Organization.
- Monitor and maintain compliance with state, and local, educational contract requirements.
- Lead the team responsible ~~Responsible~~ for procurement software program analysis, design, development, documentation testing, and conversion of new procurement systems.
- Ensure that staffing staff is appropriately deployed to meet the requirements of the various business units supported by Procurement.
- Train and develop staff by providing coaching and mentoring; assist in the supervision of clerical staff.
- Supervise the preparation of ~~Prepare~~ market value analysis reports on various commodities.
- ~~Apply logical thinking to solve problems or accomplish tasks; to understand, interpret,~~ Interpret and communicate Procurement policies, procedures, and protocols.
- ~~Identify automated procurement system problems and research problems for suitable solution.~~
- ~~Serve as liaison to resolve disputes between department staff and other City departments, contractors, and consultants~~ to resolve disputes and issues related to contracts.
- ~~Prepare clear and concise reports, correspondence and other written materials.~~
- Train and assists division personnel in proper job procedures and procurement policies.
- ~~Acts as division supervisor in the absence of the Strategic Sourcing Manager.~~

- Assist in developing and administering department annual operating budgets ~~for the department~~.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
- Maximize savings opportunities by overseeing ~~implementing~~ strategic sourcing processes and developing strategic sourcing initiatives.
- Ensure continuous improvement of operations by supervising the execution of ~~performing data/~~ and process analysis; ~~developing~~ spending analyses; ~~and~~ gathering customer feedback and developing and implementing customer service initiatives.
- Establish and maintain effective partnerships with District and school-based key stakeholders for the purpose of identifying, understanding, and fulfilling their needs.
- Review and evaluate current Procurement practices and identify opportunities for improvement with a focus on total cost reduction and supply optimization.
- Disseminate Procurement principles to all key cross functional stakeholders and lead best practices to drive the continuous improvement agenda.
- Introduce new procurement procedures, processes, and technologies to drive a culture of analysis based decision-making.
- Engage with Leadership and stakeholders to understand customer needs and drive results to achieve customer satisfaction.
- Lead project teams and build partnerships with internal resources, stakeholders, and supplier base to promote efficiency of operations and procurement compliance.
- Effectively build sustainable relationships across departments & schools to drive proactive procurement involvement, identify key leveraging opportunities, and strategic initiatives.
- Drive implementation of Procurement Excellence based on Lean principles (reduction of waste).
- Oversee the Purchasing Card program, ensuring proper P-Card usage and adherence to procedures.
- Lead the development and execution of automation systems supporting standardized and efficient processes that facilitate best in class compliance to policies.
- Support the development of the Strategic-Tactical-Operational Procurement & Warehousing Services (PWS) plan.
- Manage assigned staff to ensure compliance with procurement practices, policy and regulations.
- ~~Maximize the use of technology in the purchasing operations function. ; incorporate Ecommerce and E-procurement as a daily purchasing resource.~~
- 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 Business Administration or related field from an accredited institution.
- A minimum five (5) years, ~~of experience and/or training~~ within the last ~~eight (8)~~ ten (10) years, of experience in the field related to the title of the position, including three (3) years in a supervisory capacity.
- ~~An active certificate in~~ Valid certification in one of the following disciplines: Purchasing Management, Certified Purchasing Supply Management (CPSM), Certified Purchasing Manager (C.P.M.), or Certified Public Procurement Officer (CPPO). or Certified Professional Public Buyer (CPPB).
- Demonstrated success in problem solving with the ability to transform goals into actionable plans.
- Excellent written and oral communications skills, including the ability to communicate with diverse group of requesters, vendors, and stakeholders.
- 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).~~
- Certification in Six Sigma, Lean, or other recognized process improvement methodology.
- 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.

**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 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

Board Approved: 9/20/16

Board Adopted: 10/18/16

2016-2017 Organizational Chart

2018-2019 Organizational Chart

Title Change