

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Director, <u>Procurement and Supply Management and Logistics</u>
CONTRACT YEAR:	12 Months
SALARY BAND:	D
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION An earned master’s degree in Business Administration, Procurement and/or Acquisition Management, Contract Management or similar related to the title of the position from an accredited institution.

EXPERIENCE: Minimum of six (6) years, within the last eight (8) years, of experience in a field related to the title of the position including three (3) years in a supervisory capacity.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor’s degree in Business Administration or similar related to the title of the position from an accredited institution.

EXPERIENCE: Minimum of eight (8) years, within the last twelve (12) years, of experience in a field related to the title of the position including two (2) years in a supervisory capacity.

ADDITIONAL QUALIFICATIONS

REQUIRED: Experience in preparing bid specifications in categories of complex materials, supplies, equipment, and services. Well-developed oral and written communications skills. Computer skills as required for the position.

PREFERRED: An earned certification in Purchasing Management, Certified Purchasing Manager or Certified Public

Purchasing Officer. High volume governmental procurement managing multiple vendor relationships with exposure to purchasing, warehousing, inventory management and control, mail services and furniture/fixtures/equipment (FF&E). Bilingual skills.

REPORTS TO: Chief Strategy and Operations Officer or designee

SUPERVISES: Employees of the Procurement and Supply Management Department and other staff as assigned.

POSITION GOAL: Provide timely and efficient service which meets customer needs by coordinating the purchasing and warehousing of a variety of complex materials, supplies, services and equipment for all school system programs in a cost effective manner.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Procurement and Supply Management and Logistics shall:

1. coordinate and update the effectiveness of procedures for requisitioning, issuing purchase orders, receiving and issuing merchandise, quality verification, warehousing and processing of all invoices for payment.
2. advise school officials on purchase needs, specifications and bid scheduling.
3. supervise Procurement and Supply Management and Logistics personnel and work with committees and department heads in formulating and upgrading specifications and evaluating bids.
4. assist District departments and the Office of the General Counsel to by responding to legal issues related to Procurement and Supply Management and Logistics by supplying required information.
5. supervise the preparation of contracts, bid items and other purchases for School Board agenda.
6. implement and ensure the ongoing development of all E-Commerce systems and functions within Procurement and Supply Management and Logistics.
7. prepare monthly/quarterly updates on department performance.
8. develop and administer the Procurement and Supply Management and Logistics department budget.
9. develop recommendations to update or revise the School Board Purchasing Policy.
10. review requisitions received to determine propriety of purchases.
11. update and coordinate specifications, purchases, and deliveries on equipment and supplies required for new facilities.
12. attend and respond to questions at regular and special School Board meetings.
13. supervise the follow-up on all outstanding purchase orders.
14. prepare spend and cost analyses and develop and implement ongoing recommendations to reduce cost.
15. establish a program to maintain maximum attendance and minimum absences with respect to employees within the scope of operation for which the incumbent is

responsible.

16. provide a safety education program covering the functions and work related to the area of responsibility assigned so all employees are sufficiently indoctrinated in safe work procedures to maintain a zero incident and zero severity rate.
17. attend Support Services meetings and other District meetings, as required.
18. supervise disposition of surplus/obsolete furniture and equipment.
19. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
20. participate successfully ~~in the~~ training programs offered to increase the individual's skills and proficiency related to the ~~assignments~~ job responsibilities.
21. review current developments, literature and technical sources of information related to job responsibilities.
22. ensure adherence to good safety procedures.
23. follow Federal and State laws, as well as School Board policies.
24. perform other duties as assigned by the Chief Strategy & Operations Officer or designee.

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

Frequently works with all levels of management within the District, up to and including the Superintendent, School Board and critical parties external to the District, to ensure cost effective and timely service delivery and department management.

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.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/7/76

ER80-12 Approved: 10/2/80

Revised: 12/1/81 & Adopted: 12/17/81

Title Change: 3/3/83

Revised: 6/2/83

Revised: 3/21/85 & Adopted 4/15/85

Item G-7: 11/6/86

Retitled & Realignment: 4/12/94; 5/6/97; 4/7/98

Organizational Chart Changes: 5/9/00; 5/1/01; 4/01/03

Director, Procurement and Supply Management and Logistics (cont.) SBBC: D-009

Board Adopted: 12/16/03*

Title Change Adopted: 5/4/04

Revised: 9/9/04

Position Factor Listing

Director, Procurement and Supply Management and Logistics

Point Range: 1045 - 1214

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<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
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	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***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

Point Factor Listing (Cont.)

Director, Procurement and Supply Management and Logistics

Point Range: 1045 - 1214

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
C/3	C/3	D	C	C