

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### COORDINATOR, Purchasing and Distribution

#### QUALIFICATIONS

- Bachelor's Degree in Business Administration, School Administration or a related field.
- Three (3) years experience in a supervisory capacity involving purchasing and distribution.
- A knowledge of Florida law as it pertains to governmental purchasing.
- Knowledge of administrative computer applications as related to departmental job functions.

**REPORTS TO** Director of Purchasing and Distribution

**SUPERVISES** Mail Manager, Warehouse Specialist 1, Delivery And Receiving Clerk, Couriers

### POSITION GOAL

*To, supervise the distribution system, mail center, warehouse, inventory, and assist in purchased services for the School District.*

### PERFORMANCE RESPONSIBILITIES

1. \* Develop all routes and schedules for Distribution Services and courier schedules.
2. \* Supervise the Distribution Services staff.
3. \* Assist in the preparation of all documents required for competitive bidding, including specifications, form of proposal, and notice to bidders; tabulate all proposals or bids and develop recommendations for award.
4. \* Coordinate new inventory, stock analysis, and stock rotation.
5. \* As directed by the Director of Purchasing and Distribution, review the requisitions for supplies, equipment, or services and issue purchase orders against budgeted funds.
6. \* Assist with making recommendations for employment and assignment of personnel.
7. \* Assist in the Conducting of periodic workshops for district- and school-based personnel as needed on purchasing and distribution procedures.
8. \* Coordinate the staff development function to ensure a well-trained and highly competent staff.
9. \* Evaluate personnel.
10. Coordinate the warehousing and distribution of school and office supplies, custodial supplies, and other related materials.
11. \* Initiate and publish a listing of warehouse inventory and pricing for school and department use.
12. Perform other duties as assigned by the Director of Purchasing and Distribution.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

**PAY GRADE**

District Salary Schedule  
**AO-04-D \$74,371 - \$114,082**  
 M-12 D-258 H-1935

**POSITION CODES**

PeopleSoft Position **TBA**  
 Personnel Category **6**  
 EEO-5 Line **6**

Function **7760**  
 Survey Code **77624**  
 Job Code **1405**

**ADA CODES**

2 **Sedentary Work**  
 3 **A - C / P / S - V**  
 4 **None**

**BOARD APPROVED**

**October 28, 1997**