

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### MAINTENANCE PURCHASING AGENT

#### QUALIFICATIONS

- Bachelor's Degree in Business Administration or equivalence, OR
- Associate Degree in Business with three (3) years purchasing experience, OR
- High School Diploma or equivalence or Florida Special Diploma **with** five (5) years purchasing experience.
- Knowledge of technology as related to specific job functions.

**REPORTS TO** Office Manager

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To promptly procure supplies and services for Department staff in support of ensuring the continued operation and maintenance of District facilities.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Determine material specifications on specific jobs to facilitate submittal of quotation of bids.
2. \* Develops contract specifications for materials and maintenance services.
3. \* Tracks Department contract awards and expiration dates to ensure contracts are either renewed or terminated as specified, submitting recommendations to the District purchasing Department.
4. \* Ensures recurring regulatory certifications and facility fire extinguishing safety systems are maintained in a valid and approved status
5. \* Interview sales representatives to determine material availability, delivery capabilities, and volume discount information.
6. \* Establish and maintain an effective purchase order control system and database on outstanding and completed material requisition and cost expenditures by material type and use.
7. \* Provide pricing guidelines for special projects and prepares and submits data used in forecasting budget requirements.
8. \* Establish and maintain a system for maintaining stock on a perpetual inventory system.
9. \* Maintains all purchasing databases regarding expenditures, work orders charged and warehouse inventory withdrawal.
10. \* Maintain a current knowledge of School Board purchasing policies and State Statutes to ensure purchases are executed as required.
11. \* Directs the pickup of supplies and materials when immediately required.
12. Perform other duties as assigned by the Office Manager.

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**D-08 \$38,815 - \$68,931**  
M-12 D-258 H-2064

##### POSITION CODES

PeopleSoft Position **Multiple**  
Personnel Category **14**  
EEO-5 Line **44**

##### ADA CODES

2 **Sedentary Work**  
3 **A, C, F - I, L - V**  
4 **Indoors**

##### BOARD APPROVED

April 8, 1997