

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST II, Purchasing

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years of experience in a large organization with responsibilities involving acquisition of goods and materials.
- Minimum typing speed of 35 net wpm.
- Knowledge of computer applications as related to specific job functions; familiarity and experience using computerized data systems is desirable.

REPORTS TO Coordinator Of Purchasing And Warehousing **SUPERVISES** No supervisory duties

POSITION GOAL

To assist the Coordinator of Purchasing and Warehousing with the acquisition of materials, equipment, and purchased services for the School District.

PERFORMANCE RESPONSIBILITIES

1. * Assist with the preparation of specifications, bid invitations, and tabulation of bid results.
2. * Prepare correspondence to vendors concerning deliveries, quotations, purchase orders, and related matters.
3. * Screen requisitions to verify accuracy of coding and financial data.
4. * Interview sales and technical representatives and maintain a file of data on sources of various items of materials or equipment.
5. * Process requisitions, receive formal bids and quotations, and when authorized, place orders with suitable vendors.
6. * Maintain a current list of potential bidders for materials and equipment.
7. * Assist district personnel with locating sources of supply for various items and assist with preparation of bid specifications.
8. * Maintain current records on State Purchasing Contracts.
9. Perform other duties as assigned by the Coordinator of Purchasing and Warehousing.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **16**
EEO-5 Line **52**

Function **Vary**
Survey Code **77638**
Job Code **1617**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

May 11, 1993