

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Purchasing and Distribution Services

QUALIFICATIONS

- Professional Certification – CPSM or CPPO or equivalent required.
- Associate's Degree required. Bachelor's Degree preferred.
- Five (5) years experience in a supervisory capacity involving purchasing and distribution for a governmental organization or large entity.
- Governmental or K12 Educational purchasing experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to job functions.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to work with a variety of personnel and the public.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Knowledge of Florida Statutes and the Florida Administrative Code concerning Purchasing policies and procedures.
- Knowledge of current purchasing trends and best practices.
- Knowledge of the elements of a contract and basic contract law.

SUPERVISION

REPORTS TO Executive Director of Finance and Budgeting
SUPERVISES Purchasing and Distribution Services Department

POSITION GOAL

To maintain a service oriented department which will provide for (1) the procuring of goods and services for the district in a timely, cost effective manner, (2) the warehousing and distribution of supplies as necessary, and (3) the timely distribution of mail and correspondence to the schools and departments.

PERFORMANCE RESPONSIBILITIES

1. * Assist district customers in the use of procurement systems to facilitate the timely processing of purchase requests as needed.
2. * Collaborate and coordinate with district customers in the development of appropriate competitive solicitation criteria as needed.
3. * Manage the competitive solicitation processes for commodities and services in accordance with procurement policy and procedures.
4. * Observe and ensure compliance with applicable laws, rules, and regulations in the procurement of assigned commodities and services.
5. * Review aggregate district usage and research and track market trends for assigned commodities to recommend appropriate districtwide competitive solicitations.
6. * Manage the supplier base, interview potential suppliers, and investigate new sources of supply for commodities and services.
7. * Assist in the coordination and resolution of performance and billing issues between suppliers and district customers and supporting departments.
8. * Provide and maintain department reports.
9. * Provide for ongoing research and evaluation of purchasing methods and procedures, and products (including product quality). Input from customers will be solicited in this process.
10. * Research and analyze purchasing data in order to expand the types of commodities which are bid by the school district.
11. * Provide information in the form of narrative or statistical reports as appropriate on relevant purchasing issues and trends impacting the District.
12. * Provide for a District distribution system, which results in timely and efficient distribution of mail and correspondence.

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13. * Initiate or supervise the acquisition of all supplies, equipment, and services for the District through competitive bidding, informal competitive procedures, or negotiations with suppliers.
- 14.
15. * Develop the recommended standard specifications for major items of equipment and furnishings for the school system and, when appropriate, prepare such specifications for School Board approval.
16. * Coordinate and review 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.
17. * Prepare departmental budget and forecast needs on an annual basis.
18. * Supervise the review of requisitions for supplies, equipment, or services and issue purchase orders against budgeted funds.
19. * Conduct periodic workshops for district- and school-based personnel as needed on purchasing and distribution procedures.
20. * Supervise the development of policies and procedures that will assist the department in providing service to all district personnel, in areas of purchasing and distribution.
21. * Present the bids and purchase orders to the School Board for approval when required by law or School Board rules.
22. * Supervise the warehousing and distribution of school and office supplies, custodial supplies, and other related materials.
23. * Supervise the publishing of a list of warehouse inventory and pricing for school and department use.
24. Perform other duties as assigned by the Executive Director of Finance and Budgeting.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None

The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-C \$83,036 - \$127,378

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 02
EEO-5 Line 06
Function 7760
Job Code 1408
Survey Code 77622

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 25, 2014
October 28, 1997

ADA Information Provided by Bill Kelly
Position Description Prepared by Bill Kelly