

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Risk-Purchasing Support

QUALIFICATIONS

- Bachelor's Degree in Business Administration (or related field), OR
- Associate's Degree in Business (or related field) with three years administrative experience, OR
- High School Diploma (or equivalence or Florida Special Diploma) with five years administrative experience.
- Business-related certification in insurance or purchasing is a plus.

KNOWLEDGE, SKILLS, ABILITIES

- Experience using Microsoft Office Suite, strong Excel skills a plus; experience using Enterprise Resource Software, such as Peoplesoft preferred.
- Proficiency in interpreting and applying information in technical manuals and other documents to varying cases.
- Ability to communicate effectively using a variety of methods.
- Ability to work with a variety of personnel and the public.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks simultaneously.

SUPERVISION

REPORTS TO Director of Purchasing and Distribution Services and Coordinator of Risk Management
SUPERVISES No supervisory duties

POSITION GOAL

To provide specialized administrative support to the Risk Management and Purchasing Departments.

PERFORMANCE RESPONSIBILITIES

1. *Maintain confidential information related to insurance reports and claims; handle confidential materials related to the competitive solicitation process in accordance with all applicable policies, laws, rules, and regulations.
2. *Intake and process Student Accident Reports and vandalism reports, review documents for completeness, and assist schools as needed with understanding proper procedures and documentation.
3. *Intake Workers Compensation claims: set up claim, gather preliminary documentation, and review documentation for completeness.
4. *Intake General Liability and Auto claims: set up claim, gather documents, review documents, coordinate submission of claim to third party administrator.
5. *Coordinate Automatic Electronic Defibrillator (AED) maintenance/battery purchase process with schools.
6. *Administer the Motor Vehicle license monitoring/reporting system.
7. *Intake, process, and input vendor applications, follow up with vendors, and coordinate multi-department processing.
8. *Intake, sort, and prepare insurance certificates from vendors and handle preliminary review of documentation for accuracy.
9. *Post public notices.
10. *Maintain risk and purchasing department websites.
11. *Monitor and answer procurement director's phone line.
12. Perform other duties as assigned by Director of Purchasing and Distributions Services and Coordinator of Risk Management.

**Denotes essential job function/ADA*

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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.
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.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
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

C758-C2 \$40,151 - \$70,301
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function Vary
Job Code 2122
Survey Code 77310

FLSA

Applicable
 Not applicable

BOARD APPROVED

January 18, 2022

ADA Information Provided by Cheryl Olson
Position Description Prepared by Cheryl Olson