

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PROCUREMENT AGENT I

### QUALIFICATIONS

- Bachelor's Degree in Business Administration or equivalence, OR
- Associate's 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.
- NIGP or ISM certification preferred.

### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of technology and computer applications as related to specific 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.

### SUPERVISION

**REPORTS TO** Director of Purchasing and Distribution Services  
**SUPERVISES** No supervisory duties

### POSITION GOAL

*To provide the procurement of goods and services for the district in a timely and cost effective manner.*

### PERFORMANCE RESPONSIBILITIES

1. \*Assist purchasing staff with preparation and facilitation of request for quotations.
2. \*Assist purchasing staff with preparation and facilitation of competitive solicitations.
3. \*Assist purchasing staff with the management and training of existing and new suppliers.
4. \*Observe and ensure compliance with applicable policies, laws, rules, and regulations in the area of procurement and assigned responsibilities.
5. \*Manage contracts database and provide reports as assigned.
6. \*Research and provide aggregate expenditure reports as assigned.
7. \*Assist purchasing staff with the coordination and resolution of performance and billing issues between suppliers, district customers, and supporting departments.
8. \*Track key performance indicators and provide data analytics for department.
9. \*Research and compile required information to assist staff with the preparation of requests for quotes and competitive solicitations.
10. \*Establish and maintain a records management system for all competitive solicitations and contracts.
11. \*Assist purchasing staff with the training of district customers and supporting departments.
12. \*Handle confidential materials related to the competitive solicitation process in accordance with all applicable policies, laws, rules, and regulations.
13. Perform other duties as assigned by Director of Purchasing and Distributions Services.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

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## 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

**C-C2 \$38,500 - \$68,370**  
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 7760  
Job Code 1406B  
Survey Code 77637

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

April 23, 2019

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