

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROCUREMENT AGENT III

QUALIFICATIONS

- Associate's Degree and five (5) years purchasing experience required.
- Bachelor's Degree and two (2) years purchasing experience preferred.
- Governmental or K12 educational purchasing experience preferred.
- Professional certification - APP or CPPB 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 purchasing policies and procedures.
- Knowledge of the elements of a contract and basic contract law.

SUPERVISION

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

POSITION GOAL

Plan, manage, and maintain the timely and cost effective procurement of assigned commodities/services and develop, review and negotiate contracts districtwide.

PERFORMANCE RESPONSIBILITIES

1. *Manage the daily processing of purchase requests received from district customers for assigned commodities and services.
2. *Assist district customers in the use of procurement systems to facilitate the timely processing of purchase requests as needed.
3. *Collaborate and coordinate with district customers in the development of appropriate competitive solicitation criteria as needed.
4. *Manage the competitive solicitation processes for assigned commodities and services in accordance with procurement policy and procedures.
5. *Observe and ensure compliance with applicable laws, rules, and regulations in the procurement of assigned commodities and services.
6. *Review aggregate district usage and research and track market trends for assigned commodities to recommend appropriate districtwide competitive solicitations.
7. *Manage the supplier base, interview potential suppliers, and investigate new sources of supply for assigned commodities and services.
8. *Assist in the coordination and resolution of performance and billing issues between suppliers and district customers and supporting departments.
9. *Provide and maintain department reports as assigned.
10. *Develop and maintain standard contract templates for use by schools and departments districtwide, as outlined in Board policy.
11. *Negotiate and review supplier contracts for compliance with district requirements, as outlined in Board policy, and in conjunction with the Legal Services Department. Refer final agreement to the appropriate administrator for approval and signature.
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 the Director of Purchasing and Distribution Services.

*Denotes essential job function/ADA

PROCUREMENT AGENT III, Page 2

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

AS-E \$50,966 - \$90,508
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 1406A
Survey Code 77637

FLSA

Applicable
 Not applicable

BOARD APPROVED

April 23, 2019
Previous Board Approval February 25, 2014

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