

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SENIOR PROCUREMENT AGENT

QUALIFICATIONS

- Associate's Degree required. Bachelor's Degree preferred.
- Four (4) years of purchasing experience for a large purchasing operation and one (1) year supervisory experience.
- Governmental or educational experience preferred.
- Professional certification – CPM or CPPB or equivalent required.
- Demonstrated experience with general business practices.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to job functions.
- Knowledge of current purchasing trends and best practices purchasing policies and procedures.
- 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 the elements of a contract and basic contract law.

SUPERVISION

REPORTS TO Director of Purchasing and Distribution Services
SUPERVISES In the absence of Director, provide direct supervision to purchasing operations.

POSITION GOAL

To plan, manage, and maintain the timely and cost effective procurement of assigned commodities/services districtwide and to provide leadership and assistance in the daily and routine management of a district Purchasing Department.

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. *Coordinate and manage District Procurement Card Program.
11. *Assist and participate in employee evaluations and grievance resolution.
12. *Assist in planning, development, and attainment of departmental goals.
13. *Provide leadership in coordinating the buying function and assistance to the Director in the management of the routine and daily operations of a district level department.

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- 14. *Handle confidential materials related to the competitive solicitation process in accordance with all applicable policies, laws, rules, and regulations.
 - 15. Perform other duties as assigned by the Director of Purchasing and Distribution Services.
- *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.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
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	POSITION CODES	FLSA	BOARD APPROVED
AO-12-G \$54,733 - \$86,168	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	April 23, 2019
District Salary Schedule	Personnel Category 14	<input checked="" type="checkbox"/> Not applicable	Previous Board Approval February 25, 2014 December 17, 2002
Months 12	EEO-5 Line 44		
Annual Days 258	Function 7760		
Weekly Hours 37.5	Job Code 1455	ADA Information Provided by Cheryl Olson	
Annual Hours 1935	Survey Code 77637	Position Description Prepared by Cheryl Olson	