

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PURCHASING MANAGER

QUALIFICATIONS

- (1) Bachelor's Degree from an accredited institution or minimum of five years successful experience in purchasing or business management.
- (2) Previous experience in purchasing activity for a governmental agency.
- (3) Previous experience in writing specifications and bid invitations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of contract administration and Florida Statutes relating to contract negotiations and procurement practices. Ability to prepare cost-effective bids and implement cost avoidance programs in support of District objectives. Knowledge of current budgeting and finance practices. Skill in leadership and management. Ability to interpret applicable laws, statutes and policies. Skill in written and oral communication. Knowledge of current industry trends/standards in contracting and purchasing. Thorough knowledge of state and federal environmental and hazardous materials regulations.

REPORTS TO:

Superintendent

JOB GOAL

To ensure the timely and cost effective delivery of goods to schools and offices.

SUPERVISES:

Warehouse Manager
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Manage and administer all facets of assessing, developing and implementing effective purchasing programs for the District.
- (2) Write specifications and prepare bid invitations for all purchases requiring bids with the exception of construction projects. Assist as necessary in bid invitations for construction projects and insurance.
- (3) Evaluate bids received and make recommendations to supervisor. Issue purchase orders or contracts as applicable after bid approval.
- (4) Serve as the District's representative in purchasing consortia.
- (5) Maintain a current file of state purchasing contracts for use with School Board purchases.
- (6) Maintain a reference library of suppliers for expediting purchases of supplies and equipment.
- (7) Verify delivery and receipt of items or services ordered by purchase order prior to payment.

**Board Approved February 15, 2000
Amendment Board Approved April 15, 2003**

PURCHASING MANAGER (Continued)

- (8) Evaluate and make recommendations for purchases that are in the best interests of the District.
- (9) Develop and recommend methods to increase efficiency in the acquisition and disposition of equipment and supplies.
- (10) Coordinate any travel to other educational, military or institutional facilities for any new or surplus materials, textbooks or equipment.
- (11) Assist in the development of administrative guidelines.
- (12) Coordinate/direct the preparation of the annual property records inventory.
- (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (14) Assist with the disposition/transfer of surplus property.
- (15) Prepare all required reports and maintain all appropriate records.
- (16) Assist in the preparation of the budget.
- (17) Coordinate and oversee the District's telephone and radio systems.
- (18) Serve as the District's manager of hazardous materials including underground storage tanks, radon gas, lead in drinking water, water/sewage systems operation, asbestos, and waste management.
- (19) Maintain inventory of motor and heating fuels and make required reports on consumption/use.
- (20) Coordinate mowing operations.
- (21) Oversee the disposal of surplus/damaged equipment, furniture, and textbooks.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- (23) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 19-22
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.