

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

COORDINATOR OF PURCHASING

QUALIFICATIONS:

- (1) Bachelor's degree in Business Administration or related field from an accredited educational institution; or.-
- (2) Four (4) years experience in large scale purchasing operations.
- (3) Experience in purchasing activity for a governmental or state agency.
- (4) Experience in writing product specifications, bid invitations and requests for proposals.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes, budgeting, cost accounting, contract management, contract negotiations, cost avoidance programs, and current industry procurement standards. Skill in employee supervision, group dynamics and leadership. Ability to communicate orally and in writing.

REPORTS TO:

Director of Finance

JOB GOAL

To provide professional, effective, and efficient procurement services to students, district staff, vendors, and the public while safeguarding the district's financial interests, ensuring an adequate level of internal control and consistently striving to improve the value of those services.

SUPERVISES:

NA

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Coordinate and oversee all aspects of assessing, developing, and implementing an effective purchasing program for the district in accordance with applicable law, rules and procedures.
- *(2) Write specifications and prepare bid invitations for all purchases requiring bids.
- *(3) Assist as necessary in the preparation of bid invitations for construction projects.
- *(4) Assist schools and departments with technology purchases.
- *(5) Evaluate bids received, make recommendations for School Board action, and issue purchase orders or contracts as applicable after bid approval.
- *(6) Provide access to current state purchasing contracts for use with School Board purchases.
- *(7) Maintain and provide access to a reference library of awarded suppliers for expediting purchases of supplies and equipment.

COORDINATOR OF PURCHASING (Continued)

- * (8) Evaluate and make recommendations for major purchases that are in the best interests of the school district.
- * (9) Assist in the development of administrative guidelines, bid specifications, and procedures for reviewing/tabulating bids.
- * (10) Maintain and provide public access to all bid, award, and contract utilization records.

Inter/Intra-Agency Communication and Delivery

- * (11) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (12) Issue vendor 1099's.
- * (13) Respond to inquiries and concerns in a timely manner.
- * (14) Keep supervisor informed of potential problems or unusual events.
- * (15) Serve on district, state or community councils or committees as assigned or appropriate.
- * (16) Provide oversight and direction for cooperative purchasing with other agencies.
- * (17) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (18) Advise staff regarding regulations, procedures, prices, quality of merchandise and potential vendors.
- * (19) Work closely with district and school staff to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (20) Coordinate and implement ongoing training programs in the effective use of purchasing, property management and warehousing programs.
- * (21) Maintain a network of peer contacts through professional organizations.
- * (22) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- * (23) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (24) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (25) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (26) Assist in the development of School Board policies.
- * (27) Represent the district in a positive and professional manner.
- * (28) Develop or assist in developing the department budget and monitor its implementation as required.
- * (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (30) Prepare all required reports including a periodic review of compliance with purchasing procedures relating to district purchases made without prior purchasing approval.
- * (31) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- * (32) Provide leadership and direction for assigned areas of responsibility.

COORDINATOR OF PURCHASING (Continued)

- *(33) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(34) Assist in implementing the district's goals and strategic commitment.
- *(35) Exercise proactive leadership in promoting the vision and mission of the district.
- *(36) Set high standards and expectations and promote professional growth for self and others.
- *(37) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- *(38) Collaborate with other departments, when needed, and contribute to the planning and operation of the district.
- *(39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (41) Perform other tasks consistent with the goals and objectives of this position.
- *(42) Support resources and support systems of district Strategic Framework.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement Code 4

Flagler Schools Strategic Framework – Leadership Development

Salary Lane: Professional PAOZ

Approved 05/18/2021