

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

PURCHASING AGENT

QUALIFICATIONS:

- (1) Associate Degree or equivalent experience.
- (2) Experience in School Board purchasing.

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. Ability to interpret applicable laws, rules and policies. Skill in written and oral communication. Knowledge of current industry trends and standards in contracting and purchasing. Ability to use mainframe and personal computer software for generating work and maintaining records. Working knowledge of EXCEL and WORD programs. Knowledge of the operations and programs of the school system.

REPORTS TO:

Assigned Director/Supervisor

JOB GOAL

To ensure the timely and cost-effective delivery of goods and services to schools and offices. To perform the duties and functions of the position so that the effectiveness and efficiency of the department are maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Approve all purchase orders as authorized by School Board Policy.
- * (2) Check all purchase orders for correct account codes, lowest prices and possible necessity for bidding.
- * (3) Coordinate all fixed asset purchases (i.e., buildings, equipment, vehicles, land, land improvements, and remodeling).
- * (4) Coordinate all large purchases of goods, services, equipment and materials needed by the School District.
- * (5) Ensure open and fair competition among vendors to the best interest of the Board.
- * (6) Coordinate and participate in all bids and maintain all bid files.
- * (7) Coordinate North East Florida Educational Consortium purchasing.
- * (8) Maintain a current file of purchasing contracts for use with School Board purchases.
- (9) Maintain a reference library of suppliers for expediting purchases of supplies and equipment.
- (10) Perform general trouble-shooting as needed.
- (11) Meet with vendors to keep updated and to provide information on District needs.
- (12) Coordinate the District's telephone and cell phone service.

PURCHASING AGENT (Continued)

- (13) Assist in the preparation of the Annual Financial Report, the Annual Budget, Cost Report, and various interim reports.
- *(14) Assist schools/departments in the preparation of purchase requests to ensure compliance with applicable laws, rules, and policies and to provide information related to sources and purchasing contracts.
- (15) Coordinate the preparation of journal entries into the financial accounting system.
- (16) Coordinate the processing of payment of all invoices, verifying correctness, and making prompt payment for maximum discounts.
- (17) Maintain budget sheets for projects assigned.
- (18) Maintain files and records
- (19) Provide assistance to auditors
- (20) Manage assigned personnel
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 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.

*Essential Performance Responsibilities

Job Description Supplement Code 7

Flagler Schools Strategic Framework – Leadership Development