

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6833
Pay Grade: E04

FLSA: Exempt
PTS

PURCHASING COORDINATOR

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Supply Chain Management, Finance, or a related field, and three (3) years of progressively responsible experience in purchasing, procurement, or a related field. Demonstrated proficiency with Microsoft Office Suite and familiarity with Enterprise Resource Planning (ERP) systems, procurement systems, and data/reporting tools. A year of related experience may substitute for each year of the educational requirement stated above.

PREFERRED:

Certification through the National Institute of Governmental Purchasing (NIGP) or the Universal Public Procurement Certification Council (UPPCC), or progress toward certification. Experience in governmental or public school district purchasing. Experience supporting formal solicitations and contract processes. Experience providing guidance, training, or informal leadership to staff.

MAJOR FUNCTION

Performs advanced professional and supervisory duties in support of the district's centralized procurement function. Assists the Manager in coordinating daily purchasing operations, ensuring compliance with applicable laws and policies, and delivering efficient, high-quality services to schools and departments. Provides direct supervision to assigned staff while developing leadership capacity, supporting team performance, and promoting consistent procurement practices across the department.

ESSENTIAL RESPONSIBILITIES

- Supports the daily coordination of purchasing activities, ensuring timely, compliant processing of requisitions, purchase orders, and solicitations.
- Provides direct supervision to assigned purchasing staff, including assigning work, monitoring progress, and providing ongoing guidance and support.
- Assists in training, onboarding, and staff development to ensure understanding of procurement processes, systems, and expectations.
- Reviews purchasing transactions, solicitations, and supporting documentation for accuracy, completeness, and compliance; escalates complex issues as appropriate.
- Serves as a lead resource for Purchasing Analysts and support staff, providing assistance with complex or non-routine procurement activities.
- Assists with the preparation and review of bid documents, specifications, and scopes of work to ensure clarity, competitiveness, and compliance.
- Participates in the solicitation process, including coordinating postings, facilitating bid openings, assisting with evaluations and tabulations, and maintaining required documentation.
- Assists in resolving vendor issues, delivery discrepancies, and invoice concerns in coordination with departments and vendors.
- Monitors procurement workflows and cycle times, identifies issues, and recommends process improvements to the Manager.
- Supports the development and maintenance of standard templates, procedures, and job aids to promote consistency across the department.
- Assists with ERP system processes, including testing, troubleshooting, and supporting end users during implementation and ongoing use.
- Compiles and analyzes purchasing data to support reporting, compliance monitoring, and operational improvements.
- Provides training and support to school and department staff on procurement processes and system use.
- Supports audit activities by collecting documentation, responding to inquiries, and assisting with corrective actions.

PURCHASING COORDINATOR

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Serves in a supervisory support capacity, assisting with continuity of operations and escalation of issues as needed. • Promotes a professional, customer-focused approach to service delivery and a culture of accountability and continuous improvement. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<i>Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.</i> <i>Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.</i> <i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 05/19/26;

PURCHASING COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Purchasing Coordinator – PTS