

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6820
Pay Grade: E08

FLSA: Exempt
PTS

MANAGER, PURCHASING

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Supply Chain Management, Finance, or a related field and Five (5) years of experience in large-scale governmental or public sector purchasing, including three (3) years in a supervisory or leadership capacity. Demonstrated proficiency with Microsoft Office Suite and experience working with Enterprise Resource Planning (ERP) systems, financial systems, and data/reporting tools in a large, complex organization. A year of related experience may be substituted 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); experience in public school district procurement or other governmental environment subject to Florida Statutes; experience leading procurement transformation initiatives, ERP implementation, and process modernization; and experience managing large-scale formal solicitations.

MAJOR FUNCTION

Provides strategic and operational leadership for the district's centralized procurement function. Responsible for planning, directing, and managing all purchasing activities in accordance with School Board policy, Florida Statutes, and applicable federal regulations. Ensures efficient, compliant, and transparent procurement processes that support district operations at scale. Exercises independent judgment, oversees staff and systems, and leads continuous improvement efforts, including modernization of procurement processes and ERP integration.

ESSENTIAL RESPONSIBILITIES

- Directs and manages all district procurement activities, including formal solicitations, contract administration, and purchase order processing, ensuring compliance with applicable laws, regulations, and board policies.
- Supervises, trains, evaluates, and develops purchasing staff; establishes clear expectations, workflows, and accountability measures across the department.
- Oversees development, issuance, evaluation, and award of Invitations to Bid (ITB), Requests for Proposals (RFP), and Requests for Qualifications (RFQ), ensuring fair, competitive, and transparent processes.
- Reviews and approves bid documents, specifications, contracts, and purchase orders prior to release; ensures accuracy, completeness, and compliance.
- Serves as the district's primary authority on procurement matters, including resolving complex issues, bid protests, contract disputes, and vendor performance concerns.
- Develops, implements, and maintains procurement policies, procedures, and internal controls; recommends revisions to improve efficiency, compliance, and transparency.
- Leads departmental process improvement initiatives, including standardization, automation, and alignment with ERP system capabilities. Coordinates preparation and submission of purchasing-related board agenda items, ensuring accuracy, completeness, and adherence to timelines. Develops and manages the department budget; monitors expenditures and forecasts future procurement needs.
- Partners with Finance, Legal, TIS, and operational departments to ensure procurement processes align with budgetary controls, contract requirements, and system workflows. Oversees the district's purchasing card (P-Card) program, including policy enforcement, monitoring, and continuous improvement.
- Analyzes procurement data and spending patterns to identify opportunities for cost savings, contract consolidation, and operational efficiencies.
- Ensures compliance with state reporting requirements, audit requests, and external reviews; coordinates responses to auditors and regulatory agencies.

MANAGER, PURCHASING

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Establishes and maintains effective relationships with vendors, governmental agencies, and cooperative purchasing organizations. • Serves as acting leader for procurement-related matters with senior leadership, school administrators, and external stakeholders. • Maintains current knowledge of procurement best practices, legal requirements, and industry trends. • 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: 9/05 AK; BOARD APPROVED: 10/11/05; REVISED FORMAT, SUPV, RT, MQs, ERs, 2/17/22 LM; BOARD APPROVED: 4/26/22; REVISED: PG, RT, MQ, MF, ER 04/30/26 GJ; BOARD APPROVED: 05/19/26

MANAGER, PURCHASING

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				

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