

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Director, Purchasing

| | |
|---|---------------------------------|
| Department: Purchasing Services | Job Code: 1214 |
| FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | Salary Schedule: Mgmt 10 |
| Reports To: Assistant Superintendent for Support Services | Work Days: 245 |
| Board Approved Date: September 6, 2016 | Work Hours: 7.5 hrs/day |

JOB GOAL: Responsible for directing the operations of the department in accordance with applicable federal, state and local laws, ordinances, rules, regulations, and Board policies. This includes supervision of staff, and overseeing all policies, procedures, and activities connected with the procurement of supplies, equipment and services within the District. Serve as the district's principal purchasing official.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Direct the timely procurement of supplies, equipment, and services in accordance with the District's procurement policy, ensuring compliance with all other applicable federal, state and local laws, regulations, policies, and procedures.
2. Formulate strategic procurement plans for the district in order to maximize buying power and minimize inefficiencies.
3. Continuously review policies and procedures governing procurement in order to make recommendations to improve and standardize the processes.
4. Prescribe operational procedures governing the procurement functions of all district departments consistent with state statutes and the district procurement policy.
5. Direct the operation of teams within the department to include monitoring their activities with respect to authorized bid thresholds.
6. Design and monitor processes and procedures that maintain the integrity of the procurement process.
7. Establish cooperative relationships with district departments, employees, and suppliers that enable efficient communication and ensure effective teamwork.
8. Establish and maintain an effective and cooperative working relationship with local, state, and federal agencies.
9. Participate in management meetings and planning sessions of schools and departments to ensure that the department staff is aware of the operational issues, long-term needs, and goals of their clients.
10. Collaborate with internal audit and school board attorney as needed to resolve difficult compliance issues.
11. Understand financial targets and budgeted goals and incorporate financial analysis into strategic decisions. Implement operating budget flexibly to address changing priorities.
12. Create sound business cases to support expenditures and promote conservation of organizational resources.
13. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of procurement operations and management theory and practice.
- Knowledge of personnel procedures.
- Advanced knowledge of financial and accounting procedures, policies, statues and regulations.
- Advanced knowledge of spreadsheets (Excel) and other financial/business management software programs
- Ability to communicate effectively, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to establish and maintain collaborative working relationships with all stakeholders

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree from an accredited institution in accounting, business or related field
 - Prior experience in a supervisory role
 - Five or more years of demonstrated experience in procurement and related accounting and financial activities
- OR**

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited institution in accounting, business or related field
- Business process experience in both procurement and financial areas
- National purchasing certification: Certified Public Purchasing Buyer, Certified Purchasing Manager or Certified Public Purchasing Officer

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; promoting and transferring employees; and interviewing, testing, hiring, and assignment of personnel.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

| | | |
|-------------------------------------|-----------------|---|
| <input checked="" type="checkbox"/> | Sedentary Work | Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| <input type="checkbox"/> | Light Work | Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work. |
| <input type="checkbox"/> | 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 constantly to move objects. |
| <input type="checkbox"/> | Heavy Work | Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| <input type="checkbox"/> | Very Heavy Work | Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

| | | |
|---|-----------|---|
| R | Sitting | Resting with the body supported by the buttocks or thighs. |
| F | Standing | Assuming an upright position on the feet particularly for sustained periods of time. |
| F | Walking | Moving about on foot to accomplish tasks, particularly for long distances. |
| F | Climbing | Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms. |
| S | Balancing | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. |
| S | Bending | Lowering the body forward from the waist. |
| O | Stooping | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles. |
| S | Kneeling | Bending legs at knee to come to a rest on knee or knees |
| S | Crouching | Bending the body downward and forward by bending leg and spine |
| S | Crawling | Moving about on hands and knees or hands and feet |
| O | Twisting | Moving body from the waist using a turning motion |
| O | Reaching | Extending hand(s) and arm(s) in any direction |
| O | Pushing | Using upper extremities to press against something with steady force in order to thrust forward, downward or outward |
| O | Pulling | Using upper extremities to drag, haul or tug objects in a sustained motion |
| O | Lifting | Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use |

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

| | | |
|---|--------------------|---|
| | | of the upper extremities and back muscles |
| F | Finger Dexterity | Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm. |
| O | Grasping | Applying pressure to an object with the fingers and palm. |
| F | Feeling | Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips |
| O | Repetitive Motions | Substantial and continuous movements of the wrists, hands, and/or fingers. |
| R | Talking | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly. |
| R | Hearing Acuity | The ability of perceive speech and other environmental sounds at normal loudness levels. |
| R | Visual Acuity | The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc. |

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

| | | |
|-------------------------------------|------------------------|--|
| <input type="checkbox"/> | Outdoors | The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc. |
| <input type="checkbox"/> | Indoors | The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes. |
| <input checked="" type="checkbox"/> | Indoors and Outdoors | The worker is subject to both environmental conditions. Activities occur inside and outside. |
| <input type="checkbox"/> | Cold | The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour. |
| <input type="checkbox"/> | Heat | The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour. |
| <input type="checkbox"/> | Noise | The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level. |
| <input type="checkbox"/> | Vibration | The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body. |
| <input type="checkbox"/> | Hazards | The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals. |
| <input type="checkbox"/> | Atmospheric Conditions | The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation. |
| <input type="checkbox"/> | Oils | The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids. |
| <input type="checkbox"/> | Respirator | The worker is required to wear a respirator. |
| <input type="checkbox"/> | None | The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). |
| <input type="checkbox"/> | Other | |

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.