

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

BUYING MANAGER

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| Salary Schedule: NNB 71N | Number of Work Days Contracted - Year Round Daily Work Hours: 7.5 | FLSA – Exempt Status |
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JOB GOAL: Responsible for the supervision and control of the buying activities within the purchasing department to assure effective and efficient operation in the acquisition of goods and services.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from an accredited institution in business administration, public administration, political science, procurement or a closely related field.
2. Minimum of five (5) years of experience in the field of purchasing as a supervisor.

DESIRED QUALIFICATIONS:

1. National purchasing certification: Certified Public Purchasing Buyer, Certified Purchasing Manager or Certified Public Purchasing Officer.
2. National or state negotiation certification

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Ability to establish and maintain collaborative working relationships with all stakeholders
4. Exhibit effective supervisory skills
5. Demonstrate knowledge of competitive sourcing
6. Demonstrate knowledge of the Florida Department of Education purchasing rules and regulations
7. Demonstrate knowledge of School Board purchasing policies and procedures
8. Exhibit effective negotiation knowledge and skills
9. Demonstrated knowledge of electronic data processing, purchasing programs

REPORTS TO: Purchasing Agent

SUPERVISES: Purchasing Assistant, Buyer Assistant, and assigned Support personnel

PERFORMANCE RESPONSIBILITIES:

1. Lead department personnel in the preparation of specifications, procurement and competitive procurement procedures
2. Provide required leadership to coordinate purchasing project activities to assure successful conclusion within time restrictions

Buying Manager

3. Counsel the Purchasing Agent on changing market conditions that affect the procurement process
4. Counsel the Purchasing Agent on recommendations and awards relative to the procurement process
5. Review activities of subordinates to assure compliance with legal requirements related to procurement transactions
6. Monitor vendor performance and provide recommendations and action necessary to improve performance and expedite transactions
7. Employ value analysis techniques to assure lowest total cost of ownership
8. Act as a contract administrator on specific commodities and services
9. Assist in the incorporation of requirements of the Americans with Disabilities Act into District purchasing projects
10. Act as a liaison between the purchasing department and various District employees (i.e., principals, administrators, supervisors, etc.) to advise and assist in understanding relevant information related to purchasing policies, rules, laws, regulations, and processes.
11. Facilitate problem-solving issues related to purchasing – related tasks
12. Assist with recommendations for the employment and assignment of personnel
13. Supervise and evaluate personnel
14. Prepare confidential information
15. Represent the Purchasing Agent when needed at selected functions and act as the Purchasing Agent's signatory designee when needed
16. Perform other duties as assigned.