



Job Title: Director – Procurement and Business Services

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 7

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide leadership in the establishment, maintenance, and continuous improvement of a District-level operation providing procurement services consistent with local, state, and federal requirements and centralized copy service for the District's administrative building.

ESSENTIAL JOB FUNCTIONS

- Plans, develops, writes, and monitors departmental goals.
- Manages the routine and daily operation of the department, including approving check requests, approving procurement card transactions, approving all requisitions, and running batch process to finalize Purchase Orders and obligate funds.
- Evaluates, trains, and manages departmental employees.
- Represents and defends the District in legal disputes relating to the bid process.
- Prepares bids or requests for proposals as may be requested.
- Plans, prepares, and disseminates monthly procurement agenda items for School Board approval.
- Monitors all bids/Request for Proposals (RFP) and bid/RFP selections to ensure compliance with laws and regulations.
- Assists in the interpretation of bid proposals and bid selection and all related regulations to the staff, the School Board, and the community.
- Interacts with vendors, suppliers, and contractors to enhance understanding and to elicit support.
- Works with internal customers to review complex material and service requirements for projects and develop a procurement strategy to meet those needs.
- Develops commodity specifications and statements of work including proper supplier performance metrics, Requests for Information (RFI), Requests for Proposals (RFP), Invitations to Negotiate (ITN), and

Invitations to Bid (ITB), evaluates responses, negotiates final agreements, awards agreements, and monitors the completion of contracted work.

- Serves as liaison between the District and solicitation participants to ensure understanding.
- Mediates minor contract/procurement disputes and represents and defends the District in legal disputes regarding the formal solicitation process (Bids/Requests for Proposals/Invitations to Negotiate).
- Disseminates information to all parties associated with the solicitation process.
- Mediates minor contracts or procurement disputes between District and suppliers.
- Establishes and maintains a working relationship with administrative staff, vendors, and other procurement agencies such as county government.
- Solicits information from suppliers and vendors on products new to the market.
- Develops or assists in developing the department or District budget.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports in a timely fashion and maintains appropriate records for local and/or state audits.
- Consistently represents the District in a positive and professional manner.
- Provides leadership in the development, planning, and continuous improvement of departmental systems and processes.
- Writes policy (for School Board) and procedures (departmental and district-wide) aligning with Federal Regulations, Florida Administrative Code, Florida Statutes, and applicable State Departments of Education and Transportation and the USDA.
- Utilizes appropriate strategies and problem-solving tools in making decisions concerning planning, budget expenditures, daily duties, and evaluation of services provided.
- Provides oversight and direction for cooperative planning with other departments and agencies.
- Facilitates problem solving by individuals or groups.
- Provides oversight to ensure compliance with School Board regulations, state law, and federal regulations.
- Acts as the District's Procurement Card Administrator providing oversight and direction to the Procurement Card program.
- Acts as an active participant in the District's annual audit performed by external auditors.
- Fulfills information requests from the Superintendent, School Board, and the public.
- Attends state and regional training sessions, workshops, and meetings to stay abreast of changes, practices, and legal issues.
- Attends School Board meetings to answer questions as needed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution in a Business-related field, i.e., finance, accounting, marketing, or supply chain logistics.
- Minimum of seven (7) years of experience in procurement at a large public entity.
- Professionally certified (CPPM/CPPO and FCN/FCCM) preferred.

- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES

- Requires the ability to display knowledge of principles of management, supervision, and administration.
- Requires the ability to display knowledge of procurement practices and procedures with complete understanding of fair and ethical business practices.
- Requires the ability to display basic understanding of contract and business law within the framework of School Board policies and State Board of Education (SBE) regulations.
- Requires the ability to analyze, interpret, and prioritize data using Quality Tools procedures to facilitate decision-making.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi- line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.
- Requires the ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery and technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.
- Requires the ability to display an understanding of the laws pertaining to procurement.
- Requires the ability to deal with crisis situations that require making major decisions involving District resources.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently or constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: grasping, handling, fingering, reaching, stooping, hearing, lifting, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: April 18, 2023, effective July 1, 2023

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