

Job Title: **Senior Purchasing Agent**



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: Professional – 8

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to plan, manage, and maintain the timely and cost-effective procurement of goods and services for the District and provide leadership and assistance in the daily and routine management of the Purchasing Department.

ESSENTIAL JOB FUNCTIONS

- Facilitates the development and continuous improvement of departmental systems.
- Assists end-users with development of Request for Proposals, Invitation to Bid, and Request for Quotations procedures and processes.
- Reads, analyzes, and interprets professional/technical journals or government regulations to determine impact on commodities/services.
- Evaluates potential suppliers and investigates new/alternative sources of goods/services.
- Reviews, approves, and signs contracts and purchase orders of less than fifty-thousand dollars (\$50,000) on behalf of the School District.
- Compiles data to determine feasibility of procuring products/services and establishes price objectives and trends within budgetary requirements.
- Reconciles invoices and recovers funds owed to the District.
- Attends meetings to provide technical assistance to District offices, departments, and schools.
- Mediates minor contract or purchasing disputes between District personnel and suppliers to ensure timely delivery and payment of goods and services.
- Responds to inquiries or concerns in a timely and courteous manner.
- Interfaces with a variety of groups and individuals, including School Board, District, school staff, suppliers, other governmental agencies, and community.
- Makes purchasing recommendations on items of fifty-thousand dollars (\$50,000) or more for School Board approval.
- Prepares Invitation to Bid or Request for Proposal documents as may be required for assigned commodities or services.
- Assists in negotiating favorable purchasing terms and conditions of contracts.
- Assists District staff with troubleshooting in the Enterprise Resource Planning (ERP) system.

- Keeps well informed about current trends and best practices in procurement.
- Assists with the development of annual departmental strategic procurement plan.
- Maintains a network of peer contacts through professional organizations.
- Attends state, regional, and local meetings and conferences to stay updated on changes in laws and regulations.
- Promotes and supports professional growth for self and others.
- Manages the daily purchasing functions for assigned commodities/services.
- Combines purchases, if possible, to obtain best products at the lowest prices.
- Ensures purchasing documents comply with laws, rules, and regulations.
- Prepares or assists in the preparation of required reports and maintains appropriate public records.
- Serves on District, state, or community councils and committees as deemed appropriate.
- Supervises assigned personnel, makes recommendations for annual performance appraisals, and makes recommendations for appropriate employment action.
- May perform Purchasing Card Administrator duties
- Performs other tasks consistent with the goals and objectives of the position.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in a Business-related field.
- Minimum of four (4) years of purchasing experience for a large operation.
- Professional Certification (FCN/FCCM/CPP and/or CPPB) 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 a knowledge of purchasing procedures and practices.
- Requires the ability to display a knowledge of state laws and guidelines relating to bid preparation, the bid process, and awarding of bids.
- Requires the ability to communicate orally and in writing effectively.
- Requires the ability to display a skill in using customary and usual business machines.
- Requires the ability to display a skill in computer technology and related hardware and applications.
- Requires the ability to determine the approach for work using the guidelines provided.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to prepare and/or process purchase orders and make recommendations that impact the budget.
- Requires knowledge of administrative functions of a Purchasing Card system.

PHYSICAL DEMANDS

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

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

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

Date of Revision: