



**Job Title: Specialist - Procurement**

## **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:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 13

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, 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 assigned commodities/services District-wide.

## **ESSENTIAL JOB FUNCTIONS**

- Manages the daily procurement functions for assigned commodities or services.
- Prepares written recommendations to the School Board for purchases of fifty-thousand dollars (\$50,000) or more.
- Prepares contracts, bids, or requests for proposals as may be assigned.
- Manages the bid process of pre-bid meetings, tabulation, evaluation, and recommendation.
- Reviews and prepares purchase orders or contracts for assigned commodities and services.
- Attends meetings within areas of responsibility to provide technical assistance to District offices, departments, and schools.
- Mediates minor contract or procurement disputes between District personnel and suppliers.
- Develops and maintains systems to track documents and purchases which may include reporting.
- Evaluates potential suppliers to explain bid specifications or to explore alternative goods or services.
- Communicates clearly, orally or in writing to inquiries from School Board, staff, schools, or suppliers.
- Maintains professional contact with other governmental agencies with similar processes.
- Attends state and regional meetings to remain abreast of current changes and trends.
- Promotes and supports the professional growth of self and others.
- Sets high work standards and ethics for self.
- Ensures procurement documents comply with laws, rules, and regulations.
- Assists in planning, development, and attainment of departmental goals and the Annual Strategic Procurement plan.

- Assists in negotiating favorable procurement terms and conditions of contracts.
- Responds to inquiries in a timely manner.
- Uses business machines daily, including PC, copiers, facsimile, calculators, and document shredders.
- Investigates new products and alternative services.
- Corresponds with District employees on rules, procedures, and guidelines.
- Facilitates problem solving by individuals and total department.
- May serve as the Procurement Card Coordinator, requiring administrative actions regarding changes to card service as needed.
- Assists District staff with troubleshooting in the Enterprise Resource Planning (ERP) system as needed.
- Coordinates the collection and verification of procurement card information by direct inquiry and reading/researching pertinent documents and notices as needed.
- Trains other departments in the management of cards and statements related to the Procurement Card System as needed.
- Performs other tasks consistent with the goals and objectives of this position.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution in a Business-related field; i.e., finance, accounting, marketing, or supply chain logistics.
- Minimum of one (1) year of experience in procurement at a large public entity preferred.
- Professional Certification (FCN/FCCM/CP/CPB) preferred.
- Demonstrated experience with general business practices.
- 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 use a personal computer.
- Requires the ability to display knowledge of procurement process, procedures, practices, and principals.
- Requires the ability to display a knowledge of FL State statutes, Florida Administrative Code and School Board policies relative to procurement procedures.
- Requires the ability to display an understanding of bidding, request for proposals, and request for quotation procedures.
- Requires the ability to read, analyze, and interpret professional, technical, and trade journals.
- Requires the ability to communicate orally and in writing.
- Requires the ability to determine the approach for doing work using provided guidelines.
- 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.
- Requires the ability to make recommendations that impact the budget.

**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: fingering, mental acuity, speaking, hearing, and visual acuity.

**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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