

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

MANAGER, PURCHASING SERVICES

Required Qualifications:

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- Four (4) years of business experience directly related to purchasing and warehousing
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Working knowledge of purchasing related policies, procedures, materials management, Florida State Statutes and Department of Education Administrative Rules
- Working knowledge of purchasing source references and vendors for a wide variety of school related commodities and services as to their supply, cost and quality
- Working knowledge of storage and shipping requirements for a variety of materials, supplies and equipment
- Working knowledge of general purchasing related office procedures, practices and equipment

Desired Qualifications:

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)
- Broad knowledge of TERMS Purchasing Software System
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

Performance Responsibilities:

- Assist sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests
- Conduct-bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Direct, coordinate, and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- Direct and prepare all bidding documents, including notice to bidders, specifications and proposal forms
- Tabulate proposed bids and make recommendations as to successful bidders when appropriate
- Direct the monitoring of all purchase requisitions to determine correctness of information included on purchase orders
- Collaborate with departments and schools to support strategic procurement card procedures and plans

- Support staff by providing technical guidance and direction with continuous training
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Purchasing Department
- Prepare the department budget
- Serve as District Visa Purchasing Card Program administrator
- Submit recommendations for new/revised policies and programs to the Director of Finance & Purchasing
- Maintain a network of peer contacts through professional organizations
- Provide leadership and direction for assigned areas of responsibility
- Perform other duties as assigned by the Director of Finance & Purchasing
- Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance & Purchasing and/or designee

Evaluation:

Annual evaluation done by the Director of Finance & Purchasing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category E

Job Code:

77637

Board Approved: 05/06/97

Revised: 08/03/09, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 07/06/15, 04/05/2016