

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Supervisor Purchasing

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in the direction of purchasing, property control and contract administration functions in an effective and cost-efficient manner. The position is responsible for supervising assigned staff, ensuring all procurement activity is in compliance with applicable policies and regulations, maintaining accurate and up-to-date procurement records, and performing related administrative tasks as required. The position assists in the development and implementation of programs within organizational policies; reports activities to executive level administrators through conferences and reports.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists in the planning, directing and supervising all functions related to the procurement of supplies, equipment and services for the District.

Assists in the development and implementation of policies and procedures in areas of responsibility.

Monitors, recommends for approval and/or reviews all purchase transactions to ensure that purchases are conducted in compliance with District policies, procedures and budget guidelines.

Obtains informal price quotes on required commodities and services; supervises the solicitation of price quotes by purchasing staff.

Assists in the preparation of bids and proposal solicitation documents, including legal advertisements, requests for proposals, specifications; evaluates bids and proposals and makes recommendations to the Board for determination of award; prepares award letters and statements of intent.

Studies and keeps track of price trends, market conditions and availability of more cost-effective commodities and services.

Assists auditors by providing requested information; ensures timely and proper response to audit findings.

Compiles data for and prepares a variety of records, reports and recommendations for schools, the District, the State and other agencies as required.

Performs general administrative/clerical work as required, including preparing correspondence, entering and retrieving computer data, verifying data accuracy, copying and filing documents, attending meetings. Attends training, seminars and conferences as required to maintain and enhance job knowledge and skills; maintains awareness of new or changing legislation affecting procurement operations.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

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GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position. Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads journals and manuals; prepares specialized reports and business letters with proper format and grammar; speaks to groups of co-workers and people outside the organization.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

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“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a Bachelors degree in business, finance or related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

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The position is exposed to no unusual environmental hazards.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Purchasing, Executive Director Finance

Supervises:

Warehouse Personnel; Assigned Clerical Personnel; Property Control Clerks.

PAY GRADE: From: D138A1 To: D138O3

Number of Months: Number of Days: Hours:
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016