

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Purchasing Agent/buyer

## GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate all functions related to the procurement of goods and services, ensuring compliance with District policies and procedures. The position is responsible for overseeing procurement functions including but not limited to purchase card, purchase order administering all competitively bid processes. The position works under general supervision.

### **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.*

Researches and maintains a thorough understanding of MCSD purchasing policies, Florida Administrative Code, State Statutes and SREF guidelines with regard to school based purchasing and bid processes to be able to provide definitive guidance in this area.

Assist with all purchasing process district wide including but not limited to obtaining quotes, purchase orders, competitive solicitations and purchase card program.

Coordinates all competitive bid processes related to the procurement of goods, equipment and services valued over the bid threshold established by the District.

Prepares bid and proposal solicitation documents, including advertisements, bid proposal (RFP, ITB, RFQ, ITN, etc), specifications; prepares bid tabulations; evaluates bids and proposals for determination of award and posts; recommendations to award.

Acts as Purchase Card Administrator for district purchase card program. Order/close cards, ensure compliance of purchases, review charges for documentation and approval. Create monthly report of expenditures.

Assists district staff with purchasing acquisitions under bid threshold via quotes, contracts, obtaining sources.

Communicates with District and school administrators and staff to determine purchasing needs.

Reviews purchase requisitions to assure source and price are in the best interests of the district.

Reviews contracts to ensure accuracy of terms as well as proper documentation exists.

Monitor contracts to ensure they remain valid and insurance up to date.

Act as purchasing representative for district furniture committee.

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

Research state contracts and other procurement opportunities that can be utilized by the district.

Performs periodic reviews of bid, purchase orders, procurement card activity to assess and recommend

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cost saving measures.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Attends training, seminars and conferences as required to maintain and enhance job knowledge and skills.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, scanning documents, answering the telephone.

## **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.

## **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.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them with reasoning abilities.

### **Assets Responsibility:**

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

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

### **Mathematical Requirement:**

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

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

### **Communications Requirements:**

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

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Reads and comprehend specifications, technical documents, rules, regulations, instructions; writes and communicate in the English language using routine sentences and standard grammar.

**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 skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional 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 moderate impact - affects those in work unit.

**Equipment Usage:**

*“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 some 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 some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **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 Bachelor’s Degree in Business or other 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

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

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Certified Public Purchasing Buyer (CPPB) or Certified Public Procurement Officer (CPPO) preferred

**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 3-5 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 30 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.*

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:**

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Director of Internal Services

**Supervises:**

N/A

PAY GRADE: From: D131.A1 To: D131.O3

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

Originally Board Approved 11/17/2015

Aligned Title Change 2/1/17

Board Approved 3/21/17