

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, PURCHASING & DISTRIBUTION

QUALIFICATIONS:

- (1) Bachelor's Degree desired. Extensive experience in the area of Purchasing in either the private or public sector may be accepted in lieu of a Bachelor's Degree.
- (2) Five (5) years experience in a general business environment, at least three (3) of the five (5) years must be directly involved with school operations or management.
- (3) Knowledgeable of SBA Rules, State Statutes and School Board Policy as they relate to purchasing activities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State statutes, State Board rules, and School Board policies related to purchasing activities. Ability to prepare cost-effective bids and implement cost avoidance programs in support of District objectives. Knowledge of current budgeting and finance practices. Skill in leadership and management. Ability to interpret applicable laws, statutes and policies. Skill in written and oral communication. Knowledge of current industry trends and standards in contracting and purchasing.

REPORTS TO:

Associate Superintendent for Support Services

JOB GOAL

To ensure that the benefits derived from the expenditure of public funds for the acquisition, distribution and inventory of school supplies, materials, equipment and purchased services are maximized; to operate a warehousing / distribution system that achieves efficiency and economy in resource management; to maintain the school system property records database for quick response in locating and taking inventory of school property; to account timely and accurately for State Office of Education Funds (OEF) received and used by the District; and, to maximize risk management to minimize costs and potential losses for the school system.

SUPERVISES:

Distribution Specialist
Property / Materials Specialist
Operations Specialist
Deliverymen
Assigned Secretarial and Clerical Personnel
Custodian

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as Director of Purchasing for the School District with responsibility for managing and coordinating purchasing throughout the School District, ensuring that the District will realize maximum value educationally and financially from supplies, materials, equipment and purchased services.
- * (2) Initiate, coordinate, and administer purchases through competitive bidding or competitive negotiations when formal RFPs or negotiations are required by SBA rules, State statutes or School Board policies.
- * (3) Administer the preparation of all request for bid proposal documents, including specifications, tabulations of proposals received, notice to offers, and recommendations for awarding of contracts.
- * (4) Administer the processing of all purchase order requisitions and subsequently the purchase orders. Verify the accuracy of information entered prior to issuing of the purchase order.
- * (5) Assist other District personnel in addressing purchasing needs during the planning process.
- (6) Provide assistance to the North East Florida Education Consortium (NEFEC) by managing the request for bid proposals for all participating school districts.
- * (7) Administer training for school-based or District-level staff on purchasing procedures as they relate to data systems, data entry, quality control, right-to-know, OSHA, availability of product or services, or other training that may become necessary or prudent.
- (8) Work with programmers, data processing staff and MIS staff to develop and evaluate systems and procedures to improve efficiency and quality of service and economy of operations.
- * (9) Prepare or administer the preparation of administrative reports, maintains contract files and records for effective performance and legal requirements.
- * (10) Administer the warehousing and distribution system through policies and procedures designed to provide a well-ordered and efficient receiving, storage and distribution system of supplies, materials and equipment to the schools and other departments.

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- *(11) Administer the pick up and disposal of all surplus School Board property.
- *(12) Administer the annual inventories of furniture, fixture, equipment, and vehicles owned by the Putnam County District School Board; the update of the inventory database to include results of the inventories; communication with the principal or department head regarding matters relating to the paperwork to receive, move, or dispose of School Board property.
- *(13) Provide Director of Maintenance and Facilities with up-to-date budget reports and other information for capital projects.
- *(14) Provide Auditor General with documentation, records, and other information relating to purchasing, receiving, distribution, inventories, capital projects, and risk management matters.
- (15) Assist in the development of policies related to assigned areas of responsibility.
- (16) Assist in the development of administrative guidelines for assigned areas of responsibility.
- *(17) Supervise and develop teamwork atmosphere with assigned personnel, conduct annual performance appraisals and recommend appropriate employment action.
- (18) Serve as a member or alternate member of the Board's negotiating team.
- (19) Assist in administering agreements resulting from collective bargaining.
- *(20) Prepare all required reports and maintain all appropriate records.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 7

SALARY LOCATOR: Support Personnel Salary Schedule 3