

Hernando County School Board Florida

FLSA: Exempt, Non-Union

MANAGER OF PURCHASING

Required Qualifications:

- A.S./A.A. Degree with major studies in business, accounting, or other related fields
- Minimum of four (4) years' experience in purchasing, procurement, business, or other related field
- Knowledge of purchasing related policies, procedures, materials management, Florida State Statutes and Department of Education Administrative Rules
- Proficiency in Microsoft Office (Excel, Word & PowerPoint)

Desired Qualifications:

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)
- Knowledge of District's ERP System (Skyward)
- Strong analytical thinking and problem-solving skills
- Excellent communication skills, both written and oral and the ability to develop and maintain positive relationships with staff, district personnel and vendors
- Knowledge of Red Book accounting procedures and expenditure accounts

Performance Responsibilities:

- Performs advanced, specialized duties involving purchasing activities necessary for the procurement of materials, supplies, equipment, services, and other accounting and inventory related responsibilities
- Develop and write bid specifications for Invitation to Bids (ITB), Request for Proposals (RFP) and Request for Quotes (RFQ) to procure a wide variety of products and services for use district-wide
- Coordinate and initiate purchases by competitive bidding, securing the appropriate use of other governmental or cooperative contracts or negotiating for goods and/or services as needed to serve in the best interest of the District
- Maintain and update solicitation documents to comply with current statutes, policies, and procedures
- Research contracts available through the Florida Department of Management and other governmental agencies, cooperatives, etc. that may be advantageous to the District
- Meet with various departments to discuss their needs to develop the appropriate procurement strategy
- Conduct bid openings, submittal evaluations, proposal presentations and prepare tabulations, for Board approval of contract awards
- Prepare notice of intent to award
- Develop internal procurement procedures and forms as needed for use district-wide
- Assists in inventory related purchases, products and identifying stock
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services
- Prepare life cycle analysis and value analysis on products prior to purchase

Manager of Purchasing

- Prepare spending and other reports as necessary
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Review all Board agenda items pertaining to the award of contracts or the purchase of goods and/or services
- Assist in developing and monitoring purchasing budget
- Maintain a network of peer contacts through professional organizations
- Submit recommendations for new/revised policies and programs to the Director of Purchasing
- Review purchase requisitions for correctness, allowable purchases, alternate vendor sources for cost savings and/or availability from a district bid or another governmental agency contract
- Serve as District VISA® Purchasing Card program administrator
- Meet, discuss and negotiate with vendors, as necessary, to procure goods and/or services that best fit the needs of the District
- On-going training of departmental staff and district-wide bookkeepers, on appropriate purchasing procedures to comply with district policies, procedures, and Florida Statutes
- Supervise assigned personnel
- Perform other duties as assigned by the Director of Purchasing and Warehousing and/or designee

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 Purchasing and Warehousing and/or designee

Evaluation:

Annual evaluation done by the Director of Purchasing and Warehousing 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, 04/05/16, 07/26/22, 05/30/23