

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

PROCUREMENT SPECIALIST

Required Qualifications:

- High School Diploma
- Minimum of four (4) years' experience in purchasing/procurement, business, or another related field
- Proficiency in Microsoft Office (Excel, Word & PowerPoint)

Desired Qualifications:

- Work experience in procurement with knowledge of purchasing strategies
- Strong analytical thinking and problem-solving skills
- Knowledge of purchasing related policies, procedures, materials management, Florida Statutes, and Department of Education Administrative Rules
- Excellent communication skills, both written and oral and the ability to develop and maintain position relationships with staff, district personnel and vendors
- Knowledge of Red Book account expenditure codes procedures and expenditure accounts
- Broad knowledge of Purchasing Software System
- Knowledge of District's ERP System (Skyward)

Performance Responsibilities:

- Assist, as needed, with the competitive bidding process to include the preparation of documents, posting and monitoring of solicitations and receiving submittals
- Assist with bid openings and evaluation of vendor submittal
- Assist with preparation of contract tabulations
- Review purchase requisitions to determine correctness of information prior to processing purchase orders
- Process requests for purchase order reprints, closings, and cancellations
- Maintain list of current contracts and prepare all renewal documents
- Prepare award documents for vendors once contract is Board approved
- Serve as the District Visa Card Coordinator
- Process W9 forms to set up new vendors and update existing vendor database
- Provide training to bookkeepers on developing requisitions and the use of purchasing cards
- Support staff by providing technical guidance and direction with training when needed
- Assist in the preparation of spending and all other required reports
- Maintain the department's extensive files and records to include contracts, vendor submittals, certificate of insurance, etc.

- Provide leadership and direction for assigned areas of responsibility
- Assists sites with the appropriate purchasing procedures to comply with policies and statutes
- Assist in maintenance and updating of the department's web page
- Perform other duties as assigned by the Manager of Purchasing or Director of Purchasing & Warehousing

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 Manager of Purchasing and/or designee

Evaluation:

Annual evaluation done by the Manager of Purchasing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Confidential Level I

Job Code:

75034

Board Approved: 08/18/98

Revised: 01/20/09, 05/17/11, 07/06/15, 04/05/2016, 07/26/2022, 05/30/23