

# Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

## **FINANCE AND PROCUREMENT SPECIALIST**

### **Required Qualifications:**

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- Knowledge of accounting principals, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of purchasing related policies, procedures, materials management, Florida Statutes, and Department of Education Administrative Rules
- Knowledge of Red Book accounting procedures and expenditure accounts

### **Desired Qualifications:**

- Broad knowledge of ~~TERMS~~ Purchasing Software System
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

### **Performance Responsibilities:**

- ~~Assist with the coordination~~Coordinate and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- ~~Assist with the preparation of all~~Prepare bidding documents, including notice to bidders, specifications and proposal forms
- Assist with the tabulation of proposed bids and make recommendations as to successful bidders when appropriate
- ~~Assist with~~Process bid opening, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Monitoring of all purchase requisitions to determine correctness of information included on purchase orders
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services
- ~~Serve as District Visa Purchasing Card Program coordinator~~Set up new vendors and update address changes
- Provide purchasing card training
- Support staff by providing technical guidance and direction with continuous training
- Assist sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests

- Assist in the preparation of the departmental budget
- Prepare all required reports and maintain all appropriate records
- Maintain a network of peer contacts through professional organizations
- Provide leadership and direction for assigned areas of responsibility
- Assist in maintenance and updating of the department's web page
- Perform other duties as assigned by the Manager of Purchasing or Director of ~~Finance &~~ 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