

# Hernando County School Board Florida

FLSA: Exempt, Non-Union

## DIRECTOR OF PURCHASING & WAREHOUSING

### **Required Qualifications:**

- Bachelor's Degree or higher in Business Management or related field from an accredited educational institution\*
- Minimum of five (5) years of experience in purchasing and administration for a large organization, preferably a school district
- Considerable knowledge of computer operations and software applications (Microsoft Word, Excel, etc.)
- Previous supervisory experience
- Certified Purchasing Manager (CPM) or Certified Procurement Purchasing Officer (CPPO). May substitute certification as a Certified Professional Public Buyer (CPPB) with requirement to certify as a CPM or CPPO within two years or related certification
- Must possess a valid Florida driver's license

\*In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for post-secondary education.

### **Desired Qualifications:**

- Broad knowledge of Skyward Purchasing and Warehouse Management Software System
- Knowledge of Florida state statutes, Department of Education Administrative Rules, budgeting, cost accounting, contract management, contract negotiations, cost avoidance programs and current industry procurement standards
- Good organizational and computing skills
- 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:**

- Serve as the district's Purchasing & Warehousing Director with responsibility for managing and coordinating purchasing and warehousing throughout the district, ensuring that the district will realize maximum value educationally and financially in securing supplies, materials, equipment and services
- Direct, coordinate, and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- Direct and prepare all bidding documents, including notice to bidders, specifications and proposal form
- Tabulate proposed bids and make recommendations as to successful bidders when appropriate

- Direct the 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 related to purchasing, warehousing, print shop and District owned real and tangible property management
- Facilitate disposal of surplus assets by schools and departments
- Oversee the administration of record keeping for all District owned real and tangible property
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Assure accurate records of general fixed assets and financial statements are generated and maintained for the district and state auditors
- Monitor the budget for all services under the supervision of this unit
- Conduct workshops relating to purchasing procedures, quality control of items and availability of material with school-based and district-level staff
- Assist in the development of administrative guidelines and policies for assigned areas of responsibility
- Assist in the development, implementation and evaluation of staff development activities
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- Prepare all required reports and maintain all appropriate records
- Assist in the preparation of the district's budget
- Responsible for adherence to Florida State Statutes, Department of Education Administrative Rules, School Board Policies and Procedures, as they relate to district purchasing expenditures
- Keep the Executive Director of Business Services abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Perform other duties as assigned by the Executive Director of Business Services 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 Executive Director of Business Services and/or designee

**Evaluation:**

Annual evaluation done by the Executive Director of Business Services and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

77622

Board Approved: 06/14/2022