

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

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 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:

- Coordinate and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- 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
- 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
- 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 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