

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
- Two (2) years of experience in purchasing, business or other related field
- Two (2) additional years of related job responsibilities may substitute for degree requirement
- Considerable knowledge and proficiency in Microsoft Office

Desired Qualifications:

- 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
- Experience with the procurement process such as assisting with bids, contracts, request for quotes and proposals
- Experience with Skyward software system
- Good interpersonal skills and the ability to communicate effectively both oral and written and establish and maintain working relationships with staff, district personnel and vendors
- Excellent organizational skills and the ability to complete tasks effectively and efficiently within established deadlines

Performance Responsibilities:

- Assist with the coordination 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 bidding documents, including the posting of solicitations
- Assist with the tabulation of proposed bids and make recommendations as to successful bidders when appropriate
- Assist with bid opening, evaluations, tabulations and compiling vendor submittals for board agendas for award
- Review purchase order 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

- Support bookkeepers and purchasing card coordinators by providing purchasing procedural guidance and direction with continuous training
- Assist sites with purchasing vendor sources for all commodities and services
- Set up of approved vendor websites for bookkeepers and purchasing card coordinators
- 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 Director of Finance & Purchasing and/or Manager of Purchasing Services

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, Purchasing Services and/or designee

Evaluation:

Annual evaluation done by the Manager, Purchasing Services 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