

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

PURCHASING COORDINATOR

QUALIFICATIONS:

1. Bachelor's degree in School or Business Administration from an accredited institution preferred, and five (5) years' experience in purchasing required.
2. Such alternatives to the above requirements as the Board may find appropriate and acceptable.

REPORTS TO:

Chief Financial Officer

SUPERVISES:

Other personnel as assigned

POSITION GOALS

To administer the purchasing program efficiently and to the ultimate benefit of students.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to read, analyze, and interpret general business periodicals, journals, technical procedures and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the School Board, Superintendent. Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an expensive variety of technical instructions. Ability to operate a personal computer and mainframe. Ability to establish and maintain effective working relationships with staff. Ability to perform duties with an awareness of district requirements and School Board policies.

PERFORMANCE RESPONSIBILITIES:

1. Prepares and administers the department budget.
2. Provides in-service training for the employees of the department to accomplish department goals.
3. Recommends, assigns, evaluates and supervises assigned employees.
4. Approves payroll on a monthly basis.

5. Keeps adequate records on all contracts.
6. Works with vendors on a fair and impartial basis in the procurement of supplies and/or equipment.
7. Prepares bids that are in compliance with all local School Board policies and state board regulations.
8. Attends Board meetings and prepares such reports for the Board as the Chief Financial Officer may request.
9. Develops and maintains a purchasing manual to be used by the appropriate employees of each school and department.
10. Develops and maintains an evaluation system for all items purchased by the School Board.
11. Purchases services, supplies, and equipment through various methods including contracts, bid quotations, open end orders, negotiations, etc., in accordance with federal, state, and local regulations as well as School Board policies.
12. Writes specifications of equipment, services or supplies, as required, to insure quality products for use by the schools and departments of the school system.
13. Reviews requisition for accuracy and completeness.
14. Evaluates bids and makes award.
15. Requests encumbrances authorization for Peco Projects.
16. Files State of Florida Gasoline Tax Refund Request.
17. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
18. Performs other such duties as may be assigned by the Chief Financial Officer, Superintendent, or the Board.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand and walk. Close vision is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually quiet.

TERMS OF EMPLOYMENT: Twelve months. Based on the adopted salary schedule for Administrative Personnel, Pay Grade 6.

EVALUATION: Annual evaluation by the Chief Financial Officer in accordance with School Board policies and state laws.