

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, PURCHASING / WAREHOUSE

QUALIFICATIONS:

- (1) Bachelor's degree in an appropriate area preferred, will consider years of experience in lieu of degree.
- (2) Minimum five (5) years appropriate directly related experience required
- (3) Experience with procurement in a public sector setting desired
- (4) Familiar with public procurement rules, regulations and procedures.
- (5) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida statutes, State Board rules, and School Board policies related to purchasing activities. Ability to handle bids, take inventory, and work with vendors. Knowledge of accounting procedures and cost coding information relative to ordering. Ability to follow oral and written directions. Good physical stamina.

REPORTS TO:

Director, Finance

JOB GOAL

To coordinate the process of purchasing all materials, supplies, and equipment for the District at the lowest price possible without sacrificing quality to meet the needs of the District in accomplishing its educational goals.

SUPERVISES:

Shipping Receiving Clerk/Custodial Training Specialist

PERFORMANCE RESPONSIBILITIES:

- * (1) Monitor all purchase requisitions to ensure correctness of information and compliance with Board policies and procedures in making purchases. Manage and administer all facets of assessing, developing and implementing effective purchasing procedures for the District.
- * (2) Assign property numbers as required and maintain appropriate records for all District assets.
- * (3) Manage the preparation of all request for bid proposal documents, including specifications, tabulations of proposals received, notice to bidders, recommendations for contracts, and preparation of items for Board approval.
- * (4) Assume responsibility for the operations of perpetual inventory systems and central warehousing operations.
- * (5) Coordinate with the Custodial Training Specialist to maintain an inventory of custodial supplies used by the schools for cleaning.
- * (6) Assist in coordinating the training for custodians along with the Custodial Training Specialist.
- * (7) Oversee the inventory process District-wide, including assisting schools and offices in taking inventory and completing appropriate paperwork for the transfer or disposition of property.

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- *(8) Manage day to day responsibilities of shipping/receiving clerk.
- *(9) Ensure warehouse is kept in an orderly manner and ensure safe use of all equipment used in the operations of the warehouse.
- *(10) Initiate contacts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
- *(11) Obtain and study comparative prices and quotations.
- *(12) Purchase by competitive bidding, information quotations, and negotiation, and in compliance with Board policy, items of supply and equipment necessary for the operation of the School District.
- *(13) Study price trends and market conditions and keep informed of sources of supply and new product developments.
- *(14) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- *(15) Oversee the surplus items to be destroyed or sold from the District.
- *(16) Coordinate the recycling of computer electronics and textbooks for the District.
- *(17) Assist in the maintenance work order system that is currently in use to run efficiently.
- *(18) Oversee and update the custodial facility management software.
- *(19) Coordinate with the Maintenance Department for assistance from the Shipping/Receiving Clerk to use the box truck to assist in moving items between schools.
- *(20) Develop and maintain appropriate records, such as vendors' register, commodity register, and bidders' list.
- *(21) Assume responsibility for correspondence relating to School District purchasing activities.
- *(22) Attend appropriate meetings and board meetings as needed and as instructed by the Director of Finance.
- *(23) Prepare periodic reports relating to the purchasing function for the Director of Finance.
- *(24) Performs other incidental tasks job- related functions consistent with the goals and objectives of this position as may be assigned.
- *(25) Ability to work in a constant state of alertness and safe manner.
- *(26) Establish and maintain effective working relationships with sales representatives, vendors and school district employees.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Lane C PUR

Salary Index 0.6206 of the Administrative Salary Schedule

DOE Job Code 77624

Revised Board Approval 01/23/2024

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