



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Technician, Purchasing
FLSA Status: Non-Exempt
Salary Grade, if non-union: SG15
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform varied and complex administrative secretarial and clerical work involving administrative responsibilities, under the direction of the Purchasing and Warehousing Director.

Essential Functions of this Job

Receives incoming telephone calls and personal callers. Makes arrangements for conferences and meetings. Informs participants of topics to be discussed and provides background information to them. Makes notes or is briefed on meetings in order to know what developments have occurred in matters of concern to the Purchasing Director. Inform staff members of developments in such conversations and meetings. Keeps informed of the current status of work in progress.

Receives incoming mail. Reviews correspondence and action documents before forwarding to the supervisor. Keeps the supervisor's calendar. Acts as liaison between the supervisor and subordinates. Supplies information and supervisor's views on various issues. Serves as liaison between the supervisor and other offices.

May be assigned special projects or difficult clerical duties within the unit. Supervises and evaluates clerical and secretarial personnel in the office.

Non-Essential Functions of this Job

Performs other duties as assigned.

Position Title: Technician, Purchasing

Knowledge, Skills and Abilities:

Considerable knowledge of the organization, operations and regulations of the division and School Board. Considerable knowledge of Business English, modern business practices, methods, procedures and equipment. Ability to analyze facts and to exercise judgment in arriving at valid conclusions. Ability to understand and interpret complex oral and written instructions. Ability to utilize Enterprise Resource Planning (ERP) systems. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain harmonious working relationships with subordinates and with other departments. Ability to receive the public and to promote a favorable impression. Supervisory ability. Ability to type at the prescribed rate of speed. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school or completion of GED. Considerable responsible experience in clerical and/or secretarial work; or an equivalent combination of training and experience. Considerable experience in the use of job related computer software is preferred.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 1303
EEO5: 51
Approval Date: 2004-06-08
Date Last Revised: 2013-07-08

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.