



# The School Board of Polk County

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

## Job Description

Position Title: Supervisor, Purchasing Agent  
FLSA Status: Exempt  
Salary Grade, if non-union: SG17  
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 specialized and responsible work in buying on a county-wide basis and assisting in the overall purchasing function.

### Essential Functions of this Job

Examines purchase requests and determines the requirement for quotations or for bids for the required materials, supplies, equipment and services. Assists in the determination of county-wide needs for many categories of materials and services. Develops specifications to assure quality and satisfaction. Maintains files of current, approved standards and specifications in specified categories. Maintains a library for use in rating purchase orders and bids and in preparing specifications.

Develops bids and performs the purchasing function. Develops complex and specialized bid specifications, conducts bid conferences/hearings, conducts competitive solicitations in compliance with governing rules and policies, evaluates or assists with the evaluation of solicitation responses for compliance with specifications and makes award recommendations to the Purchasing Director. Creates Purchase Orders.

Supervises the work of clerical and secretarial employees in the buying function. Develops and maintains catalogs of equipment and supplies. Supervises the expediting of delivery and follow-up of purchase until ultimate satisfactory receipt of materials or services is accomplished. Supervises the documentation of evidence needed for accounting purposes. Supervises certification for payment upon proof of receipt of material and services for specified categories.

### Non-Essential Functions of this Job

Position Title: Supervisor, Purchasing Agent

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of governmental purchasing principals, procedures, laws, rules and regulations. Considerable knowledge of the procedures used in the procurement of various categories of materials and services. Considerable knowledge of the information and materials relative to sources of supply. Considerable knowledge of the needs of the School System in various categories of materials and services. Considerable knowledge of clerical procedures as they relate to the purchasing function. Ability to exercise sound judgment in making decisions in accordance with prescribed policies. Considerable familiarity with the use of computerized database systems. Ability to utilize Enterprise Resource Planning (ERP) systems. Considerable knowledge of, and ability to function with, computerized spreadsheet programs. Ability to make arithmetic computations with speed and accuracy. Ability to establish and maintain working relationships with employees, departments and vendors. Skill in the application of modern buying techniques. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a four year degree in Business, Finance or a related discipline, or equivalent practical experience and/or training. Equivalent experience and/or training (above high school level) will be granted for the required college course work on a basis of two years experience/training for each year of the required college course work. A minimum of six years of responsible and related experience at the Buyer level or above, with a minimum of three years in a supervisory capacity performing most of the above duties. Considerable experience in the use of job related computer programs.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with 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: 2100  
EEO5: 44  
Approval Date: 2004-08-24  
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.*