

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6820  
Pay Grade: E06

FLSA: Exempt  
PTS

<b>MANAGER, PURCHASING</b>
<p><b>REPORTS TO:</b> Director, Purchasing</p>
<p><b>SUPERVISES:</b> Professional/Technical/Supervisory Staff Support Staff</p>
<p><b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in business administration, business education or related field. Five (5) years' experience in large scale governmental or private sector purchasing, to include two (2) years in a coordinating or supervisory capacity. Demonstrated familiarity with PC software and mainframe purchasing applications.</p> <p><b>PREFERRED:</b> Certification through the National Institute of Governmental Purchasing (NIGP) or the Universal Public Procurement Certification Council (UPPCC).</p>
<b>MAJOR FUNCTION</b>
<p>Manages Purchasing Department and supervises staff. Manages the procurement of materials, supplies, equipment and/or services for all schools and departments. Exercises discretion and independent judgment.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Supervises, trains, evaluates, and assigns work to purchasing staff.</li> <li>• Completes annual appraisals for all administration office purchasing staff.</li> <li>• Establishes and maintains standard office and record keeping procedures.</li> <li>• Reviews and edits all bid documents and purchase orders prior to release.</li> <li>• Performs statistical analyses to determine district needs for new term contracts and implements same to satisfy those needs.</li> <li>• Develops bid documents and requests for proposals.</li> <li>• Presides over and mediates bid protests to avoid possible delay of projects and/or litigation.</li> <li>• Performs daily purchase order review and sign-off.</li> <li>• Reviews, edits and compiles biweekly board agenda materials prior to submission to superintendent.</li> <li>• Prepares and monitors purchasing department annual budget.</li> <li>• Oversees all departmental improvement and technical projects.</li> <li>• Manages purchasing card program for the district.</li> <li>• Recommends new school board policies and policy revisions to Director, Purchasing.</li> <li>• Maintains annual purchasing agenda material schedule.</li> <li>• Produces variety of standard and custom managerial financial reports on scheduled basis and upon request.</li> <li>• Reviews all requests for independent contractor services to maintain compliance with district policies and IRS guidelines.</li> <li>• Coordinates departmental activities relating to furniture, fixtures and equipment standards and monitors capital expenditures to assure compliance with state "Redbook" guidelines.</li> <li>• Reviews and approves all content for annual bid catalog.</li> </ul>

**MANAGER, PURCHASING**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• In the absence of the Director, purchasing interacts with board members, division heads, department heads, school principals and private attorneys; vendors, outside contractors, internal and external architects and engineers and insurance and bonding agents to discuss issues related to specifications, addenda, bidding procedures, bid evaluations, timeframes and deadlines, emergencies, legal issues, bid protests and payment discrepancies.</li><li>• Utilizes knowledge of personal computer software as it pertains to activities such as data input/retrieval, generation of reports, and development of spreadsheets.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 9/05 AK; BOARD APPROVED: 10/11/05; REVISED FORMAT, SUPERVISES, REPORTS TO, MQs, ERs, 2/17/22 LM; BOARD APPROVED: 4/26/22</p>

**MANAGER, PURCHASING**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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