Santa Rosa County District Schools
Job Description

Deputy Director of Purchasing and Contract Administration

Reports To: Assistant Superintendent, Administrative Services
FLSA Status: Exempt
Department: Various
Prepared by: Human Resources
Date: May 13, 2021
Job Code: 62010
Range: 26

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.

- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.

- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Assist in the responsibilities for purchasing and property control as well as custodial, food service, transportation and other contracted functions
- Assist in the supervision of contracted custodial services
- Assist in the supervision of contracted food services. May act as the School Food Authority for the District and the signature authority for district's USDA National School Program
- Assist in the supervision of contracted transportation services
- Assist in the formulation and implementation of department strategic plans and work activities to coordinate and synchronize with department directions and goals
- Promote the professional development of staff by determining training needs, developing materials and programs, conducting training programs and identifying training opportunities
- Assist in the development and oversight of the department annual budget
- Purchases by competitive bidding, informal quotations and negotiation, items of supplies, services and equipment necessary for operation of School district; supervises purchasing office, warehouse, textbook depository, surplus warehouse, property control, courier services and other related functions; Studies price trends, business and market and conditions
- Reports to the School Board at regularly scheduled meetings. Prepares periodic board reports relating to areas of responsibility
- Performs related duties as required or assigned

Supervision Received:

Assistant Superintendent, Administrative Services

Supervision Exercised:
Property Control Department
Purchasing Department
Custodial Services Department
Food Service Department
Transportation Department

Minimum Qualifications & Skills:
- Graduation from four-year college or university with a degree in Business Administration or related field; four years' experience in large scale buying; or an equivalent combination of training and experience
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position

Preferred Qualifications & Skills:
Professional certification preferred. Approved certifications include, but not necessarily limited to: National Institute of Governmental Purchasing (NIGP) Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) Certified Purchasing Manager (C.P.M.)

Physical Demands
Requires sitting for long periods of time. Office/indoors setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:
Approved Compensation Plan

Educational Support Salary Schedule

Job Benefits:
- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff