

**School District of Santa Rosa County
Job Description**

Purchasing Agent III

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Exempt
Department: Purchasing	Prepared by: Human Resources
Date: 05/18/2017	Job Code: 11010
Position #: 62120	Range: 23

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs the tasks of Procurement Card Program Administrator, to include but not limited to resolving account problems, auditing school and departmental accounts and training cardholders and site card administrators;
- Distributes competitive solicitations to vendors;
- Participates in the tabulation and analysis of competitive solicitations to determine the best value and best quality proposal/bid for goods and services;
- Initiates contacts with vendors relative to supplies and equipment for procurement;
- Obtains and studies comparative prices and quotations that are derived by state contracts and cooperative purchasing contracts;
- Purchases by competitive solicitations and negotiations for supplies, services and equipment necessary for operation of the school district;
- Studies price trends and market conditions;
- Keeps informed of sources of supply and new product development;
- Investigates quality of purchased items and serves to insure that they meet purchase specifications;
- Develops and implements procurement procedures and processes adhering to Federal Acquisition Regulations, Dept. of Education's Administrative Rules and School Board Policy;
- Prepares and publishes competitive solicitation documents;
- Leads pre-bid/proposal conferences;
- Monitors all purchase requisitions to determine correctness of information, coding, etc.;
- Assists in preparing 1099 information;
- Conducts Procurement training to District Personnel;
- Develops and maintains appropriate records, such as vendor list, contract files and purchase order files;
- Assumes responsibility for correspondence relating to school board purchasing;
- Prepares periodic reports relating to purchasing functions;
- Supervises all personnel assigned to the purchasing office;
- Performs other duties as required or assigned.

Supervision Received:

Purchasing Manager

Director of Purchasing and Contract Administration

Supervision Exercised:

Purchasing Department Personnel

Minimum Qualifications & Skills Required:

Graduation from four year college or university with a degree in Business Administration or business related area and six years of experience in purchasing, warehousing or related fields;

Preferred:

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

Conclusion:

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