

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR, PURCHASING / INVENTORY

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution; or, comparable years of appropriate experience.
- (2) Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida statutes, State Board rules, and School Board policies related to purchasing activities. Ability to handle bids, take inventory, and work with vendors. Knowledge of accounting procedures and cost coding information relative to ordering. Ability to follow oral and written directions. Good physical stamina.

#### REPORTS TO:

Director, Finance

#### JOB GOAL

To coordinate the process of purchasing all materials, supplies, and equipment for the District at the lowest price possible without sacrificing quality to meet the needs of the District in accomplishing its educational goals.

#### SUPERVISES:

Courier

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Monitor all purchase requisitions to ensure correctness of information and compliance with Board policies and procedures in making purchases.
- \* (2) Unpack items received and inspect for damage or defect.
- \* (3) Assign property numbers as required and maintain appropriate records.
- \* (4) Assemble products as needed.
- \* (5) Verify accuracy of shipments by counting, weighing, or measuring items and comparing to order information; record any discrepancy.
- \* (6) Manage the preparation of all request for bid proposal documents, including specifications, tabulations of proposals received, notice to bidders, recommendations for contracts, and preparation of items for Board approval.
- \* (7) Assume responsibility for the operations of perpetual inventory systems and central warehousing operations.
- \* (8) Maintain an inventory of custodial supplies used by the schools for cleaning.
- (9) Oversee the inventory process District-wide, including assisting schools and offices in taking inventory and completing appropriate paperwork for the transfer or disposition of property.
- (10) Provide delivery instructions to the courier each day.
- (11) Maintain storeroom in orderly manner.
- (12) Initiate contacts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.

**COORDINATOR, PURCHASING / INVENTORY (Continued)**

- (13) Obtain and study comparative prices and quotations.
- \*(14) Purchase by competitive bidding, information quotations, and negotiation, and in compliance with Board policy, items of supply and equipment necessary for the operation of the School District.
- \*(15) Study price trends and market conditions and keep informed of sources of supply and new product developments.
- \*(16) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (17) Develop and maintain appropriate records, such as vendors' register, commodity register, and bidders' list.
- (18) Assume responsibility for correspondence relating to School District purchasing activities.
- (19) Prepare periodic reports relating to the purchasing function for the Director of Finance.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(21) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

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 those established by the District.

**EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**

**Lane C PUR**

**Salary Index 0.5192 of the Administrative Salary Schedule**

**DOE Job Code 77624**

**Revised Board Approval 04/11/2017**