

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Purchasing Agent II **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

470	Purchasing Administration	Administer purchasing policies and procedures. Answer questions and resolve problems of personnel participating in purchasing activities.
484	Market Analysis	Study prices, trends, market conditions, and identify sources of supply and new product development.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
472	Vendor Liaison	Coordinate purchasing activities, meet, and communicate with current or potential vendors. Perform follow-up with vendors as needed.
476	Acquisition Analysis - Land and Facilities	Issue and evaluate bids for acquisition and/or renovation of property and facilities.
477	Acquisition Analysis – Vehicles and Support Equipment	Issue and evaluate bids for cars, trucks, other vehicles and support equipment.
471	Request for Proposal/Bids	Prepare, issue and/or renew requests for bids and/or proposals. Make or coordinate necessary advertisements and public notices.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does <u>not</u> include parent liaison.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.

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Activity Name (cont.)

074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
479	Purchase Orders	Process requisitions and prepare purchase orders.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
474	Acquisition Analysis - Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
047	Professional Meetings	Attend professional association meetings <u>as required</u> .
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with six years related experience; or A.A. Degree with eight years related experience; or High School diploma or equivalent with ten years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003