



DIRECTOR – PROCUREMENT AND DISTRIBUTION SERVICES

SUMMARY/SCOPE/GOAL

Provide and maintain a service-oriented department to procure goods and services for the District in a timely, cost-effective manner. Responsibilities include all procurement activities, Purchase Card (P-Card) Program administration, warehousing and distribution of supplies, timely distribution of mail and correspondence to the schools and departments, contracting, and the timely disposal of surplus property.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- BA/BS in Business Administration, Public Administration, Logistics, Supply Chain Management, Management, or other related degree subject with course emphasis in the area of accounting, business, or financial management from a regionally accredited university/program.
- Seven (7) years of verifiable Management level experience in Procurement and/or Contracts Management, Warehousing and Distribution Services, Sourcing, Small Business Initiatives, or other closely related experience required (School District Preferred).
- Three (3) years of experience in the areas of materials management, inventory, and surplus disposal.
- Demonstrated creation, analysis, efficiency driven processes, and fiscal accountability for budgets exceeding \$5M and inventory exceeding \$1M.

PREFERRED/DESIRED:

- MA/MS

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management® (CPSM®), Certified Professional Purchasing Manager (CPPM), or Certified Professional Contracts Manager (CPCM).

PREFERRED/DESIRED:

- Certified Professional Public Buyer (CPPB) or Certified Professional in Distribution and Warehouse Management (CPDW) in addition to required certification.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide managerial oversight for a wide range of procurement, supply chain management, inventory management functions including e-commerce, materials storage/distribution, surplus storage, and distribution.
2. Prepare and administer annual budget, board agenda items, initiatives, and assigned budgets.
3. Conduct supplier evaluation selection committee meetings, review contracts, and seek legal review as needed.
4. Review aggregate district usage and research and track market trends for assigned commodities to recommend appropriate districtwide competitive solicitations.
5. Manage and establish controls for the procurement functions including planning, forecasting, acquisition, quality assurance, continuous process improvement, contract administration, and a safe

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- workplace. Provide ongoing research and evaluation of procurement methods and procedures, and products (including product quality).
6. Direct and approve the district bid preparation and associated processes, including compliance with local, state, and federal laws, development of bid specifications, Statement of Work (SOW), School Board recommendations and vendor protests.
 7. Direct and oversee the materials and warehouse operations including inventory maintenance, stock replenishment and timely distribution to campuses and departments. Develop, review, recommend and implement new or improved administrative procurement/distribution procedures.
 8. Provide regular reports and make presentations to the Cabinet and/or School Board, administration, interested entities, school communities and the general public regarding the status of program implementation and other pertinent information as needed.
 9. Manage the supplier base, interview potential suppliers, and investigate new sources of supply for commodities and services. Assist in the coordination and resolution of performance and billing issues between suppliers and district customers and supporting departments.
 10. Research and analyze procurement data in order to expand the types of commodities bid by the school district including, but not limited to technology and furniture/fixtures/equipment (FF&E).
 11. Provides scope of work and high-level task direction to Managers and Directors who are direct reports. Has ultimate responsibility for project completion and quality of work for the team/department s/he manages. Responsible for department fiscal management, program execution, related technology, and inter-department collaboration.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of Federal, State and School Board Procurement policies, contract administration, distribution, and surplus property operations. Knowledge and experience in the implementation of statute driven procurement policies. Advanced MS Excel & Word, Intermediate PowerPoint & Access, Inventory/Logistics/Supply Chain software packages, Enterprise Resource Planning software (ERP).

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Purchasing and Warehouse Services
TITLE CODE:	D0440	CONTENT BY:	Linda Jones
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	6/22/2021	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/15/99	Initial Release	Financial Services
2.0	03/12/02	Board Approved	Financial Services
3.1	06/28/18	REVISED: Update form, clarify scope, increase acceptable degrees, certifications, and exp. in order to broaden search. Change DIVISION from Financial Svs, increase grade from 26 to 27 for recruitment/retention.	District Operations
4.0		REVISED: New format, changed Job Title, Essential Functions, and Knowledge/Skills/Abilities to reflect Department name change.	Procurement and Distribution Services
5.0	6/22/2021	Updated grade to 29	Beth Thedy, Ed.D.
5.1	11/30/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.