

DIRECTOR, PROCUREMENT & WAREHOUSING SVCS

School/Department: PROCUREMENT & WAREHOUSING SERVICES

City & Zip:

FT LAUDERDALE, FL, US, 33351

Requisition #: 17808

Posting Closing Date: 7/17/25

School Year: 2025-2026



POSITION GOAL

Provide timely and efficient service which meets customer needs by coordinating the purchasing and warehousing of a variety of complex materials, supplies, services and equipment for all school system programs in a cost-effective manner.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Director, Procurement and Warehousing Services shall carry out the essential performance responsibilities listed below:

- Supervise staff as assigned in the performance of job duties.
- Coordinate and update the effectiveness of procedures for requisitioning, issuing purchase orders, receiving and issuing merchandise, quality verification, warehousing and processing of all invoices for payment.
- Advise school officials on purchase needs, specifications and bid scheduling.
- Supervise Procurement and Supply Management personnel and work with committees and department heads in formulating and upgrading specifications and evaluating bids.
- Assist District departments and the Office of the General Counsel toby responding to legal issues related to Procurement and Supply Management.
- Supervise the preparation of contracts, bid items and other purchases for School Board agenda.

- Implement and ensure the ongoing development of all E-Commerce systems and functions within Procurement and Supply Management.
- Prepare monthly/quarterly updates on department performance.
- Develop and administer the Procurement and Supply Management department budget.
- Develop recommendations to update or revise the School Board Purchasing Policy.
- Review requisitions received to determine propriety of purchases.
- Update and coordinate specifications, purchases, and deliveries on equipment and supplies required for new facilities.
- Attend and respond to questions at regular and special School Board meetings.
- Supervise the follow-up on all outstanding purchase orders.
- Prepare spend and cost analyses and develop and implement ongoing recommendations to reduce cost.
- Establish a program to maintain maximum attendance and minimum absences with respect to employees within the scope of operation for which the incumbent is responsible.
- Provide a safety education program covering the functions and work related to the area of responsibility assigned so all employees are sufficiently indoctrinated in safe work procedures to maintain a zero incident and zero severity rate.
- Attend Support Services meetings and other District meetings, as required.
- Supervise disposition of surplus/obsolete furniture and equipment.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.

- Perform other duties as assigned by the immediate supervisor, or designee

MINIMUM QUALIFICATIONS & EXPERIENCE

- An earned bachelor's degree in Business Administration or similar related to the title of the position from an accredited institution.
- A minimum of eight (8) years, within the last twelve (12) years, of experience in a field related to the title of the position including two (2) years in a supervisory capacity.
- Experience in preparing bid specifications in categories of complex materials, supplies, equipment, and services.
- Effective written and verbal communications skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE

- An earned master's degree in Business Administration, Procurement and/or Acquisition Management, Contract Management or similar related to the title of the position from an accredited institution.
- An earned certification in Purchasing Management, Certified Purchasing Manager or Certified Public Purchasing Officer. High volume governmental. procurement managing multiple vendor relationships with exposure to purchasing, warehousing, inventory management and control, mail services and furniture/fixtures/equipment (FF&E).
- A minimum of six (6) years, within the last eight (8) years, of experience in a field related to the title of the position including three (3) years in a supervisory capacity.
- Bilingual skills.

SIGNIFICANT CONTACTS-frequency, contact, purpose

Frequently works with all levels of management within the District, up to and including the Superintendent, School Board and critical parties external to the District, to ensure cost effective and timely service delivery and department management.

PHYSICAL REQUIREMENTS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 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 School Board.

LINK TO JOB DESCRIPTION

To review this position's complete job description, access the following website: <https://www.browardschools.com/Page/36072> and search by Job Code. The Job Code for this position is: D-009

LOCATION PREFERENCES/ADDITIONAL INFOR

Advertisement Window: DATE - 7/17/25

Work Calendar: # Month / # Days

Classification: Exempt (Verify on JD)

Compensation:

Educational Support Management Association of Broward, INC. (ESMAB)

PAY BAND D - SALARY RANGE

Please Note:

All candidates offered a position at the School Board of Broward County are subject to a national pre-employment background check. Employment is contingent upon the completion and review of a successful background check.

All Applications are Subject to Florida Public Records Law.