Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:
The Director, Procurement manages the purchasing of materials or other goods and/or coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, and advertising, used by FLVS.

ESSENTIAL POSITION FUNCTIONS:
- Supervise and lead team members by coordinating, assigning, and monitoring task distribution, providing mentoring and training, and evaluating progress through the FLVS performance appraisal
- Administer purchasing policies and procedures and answer questions and resolve problems of personnel participating in purchasing activities
- Lead the standardization of contract language and processes across the organization
- Manage the requisition and purchase order process
- Determine method of procurement, such as direct purchase or bid
- Manage the preparation, issuance and/or renewal of requests for bids, requests for proposals, and/or requests for information, advertisements and public notices
- Prepare specifications for purchases of materials, supplies and equipment; design and format bid documents and addendum; evaluate products; vendor liaison
- Manage purchasing activities and contract management, meet and communicate with current or potential vendors; perform follow-up with vendors as needed
- Ensure that all materials, equipment or supplies that must be distributed to staff or students are processed expeditiously
- Liaise among departments, functions, or groups within the school; communicate information to appropriate personnel including purchasing policy and procedure discussions with staff
- Interview and confer with vendors to obtain product or service information, such as price, availability, and delivery schedule
- Select products for purchase by testing, observing, or examining items; estimate values according to knowledge of market price
- Process incoming goods (including capital equipment) from vendors; may include maintaining warehouse or stockroom, and inventory control
- Deliver materials, supplies, and equipment to departments
- Maintain manual or computerized procurement records, such as the vendor master record items or services purchased, costs, delivery, product quality or performance, and inventories
- Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action
- Plan, organize and complete complex tasks, and evaluate results
• Approve invoices for payment
• Lead, manage, and develop assigned direct reports, ensuring team members have access to professional growth within the organization
• Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
• All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:
• Bachelor’s Degree in Accounting, Finance, or related field; or equivalent combination of education and relevant experience
• CPPO (Certified Public Purchasing Officer) or Equivalent Relevant Certification

Experience:
• Seven years’ progressively responsible purchasing experience
• Experience in automated purchasing systems
• Experience in contract management

Knowledge, abilities and skills:
• Knowledge of applicable federal, state and local laws related to purchasing functions
• Knowledge of database software, tools, and usage
• Knowledge of continuous quality improvement and principles of quality management
• Knowledge of contract negotiations and the management of contracts
• Strong customer relationship skills
• Ability to prioritize tasks and meet aggressive deadlines
• Strong written and verbal communication skills
• Ability to use analytical skills to review information and formulate alternative problem resolution
• Ability to analyze and use data to identify and implement systems improvements
• Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives
• Ability to utilize a wide variety of reference, descriptive, and/or advisory resources
• Ability to work with and through people to establish goals, objectives, and action plans
CORE COMPETENCIES FOR SUCCESS:

**COMMUNICATION SKILLS**
Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; informs others involved in a project of new developments; disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; keeps supervisor well informed about progress and/or problems in a timely manner; writes in a clear, concise, organized and convincing way for a variety of target audiences; the written message is consistently error-free; the written message has the desired effect on the target audience.

**CUSTOMER FOCUS**
Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; develops and maintains customer relationships; builds credibility and trust; quickly and effectively solves customer problems; provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; incorporates customer feedback into delivery of service to provide the best experience possible for the customer; actively promotes FLVS in community by serving as a FLVS ambassador or volunteer.

**INTERPERSONAL SKILLS**
Relates well with others; treats others with respect; shares views in a tactful way; demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; considers and responds appropriately to the needs, feelings, and capabilities of others; fosters an environment conducive to open, transparent communication among all levels and positions; takes the initiative to get to know internal and external customers.

**FUNCTIONAL / TECHNICAL EXPERTISE**
Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; picks up on technology quickly; does well in technical courses and seminars; produces high quality work in organized and timely fashion.

DIRECTOR COMPETENCIES FOR SUCCESS:

**LEARNING ON THE FLY**
Learns quickly when facing new problems; is a voracious learner; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; seeks out the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of most anything.

**PRESENTATION SKILLS**
Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn’t working.

**PRIORITY SETTING**
Spends his/her time and the time of others on what’s important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

**BUSINESS & FINANCIAL ACUMEN**
Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; knows the competition; understands and communicates the goals, objectives, competencies, and metrics associated with business success; understands and applies knowledge of key organizational business drivers; keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; sets priorities by aligning organizational finances with strategic goals; fosters an environment that encourages fiscal responsibility.

**COMPOSURE**
Is cool under pressure; does not become defensive or irritated when times are tough; can be counted on to hold things together during tough times; handles stress well; is.

**DEALING WITH AMBIGUITY**
Effectively copes with change; can shift gears comfortably; can decide and act without having the total picture; isn’t upset when things are up in the air; doesn’t have to finish.
not knocked off balance by the unexpected; Doesn’t show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner; Can comfortably handle risk and uncertainty

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*