

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROCUREMENT & RECORD DOCUMENT SPECIALIST

SALARY SCHEDULE: SCHOOL SUPPORT PERSONNEL – SSP-12

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- (1) Associate's Degree in business or related field or equivalent experience in design or construction industry.
- (2) Experience using document management software.
- (3) Must receive a minimum score of 90% on Microsoft Word test.
- (4) Must score a minimum of 90% on the bookkeeping test.
- (5) Seven (7) years' experience in the administration of construction contracts, bookkeeping, and project record document controls with knowledge of construction department or construction company office operation preferred.
- (6) Experience with the Office of Educational Facilities standard documents and procedures preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to demonstrate proficiency with document management software and familiarity with construction terminology, policies and processes. Experience in organizing and maintaining record construction documents. Ability to demonstrate proficiency operating and maintaining all document reproduction equipment. Ability to communicate effectively, both orally and in writing, to interpret and transmit technical information and to respond to requests for documents from design professionals, contractors and District planners, demonstrating considerable personal skills. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations. Knowledge of construction industry procedures and terminology.

REPORTS TO:

Director, Construction Services

JOB GOAL

To organize and facilitate the District's construction management process from procurement of contracts to close-out of documentation.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Serves as the PSSC Recording Secretary which includes organizing placing legal advertisement, maintaining the list of Board qualified professionals, scheduling the procurement of design and construction services, calculating the scores of the respondents, record keeping, reporting results to the Board and the Firms, and processing contracts.
- * (2) Disseminate FISH information to our district personnel as well as the County and State personnel, including drawings, reports and surveys.
- * (3) Maintain the facility record documents.
- * (4) Read and analyze record drawings and documentation for the dissemination of information required by various departments in the district and architects and engineers assigned to our projects.
- * (5) Demonstrate initiative in the performance of assigned responsibilities.

PROCUREMENT & RECORD DOCUMENT SPECIALIST continued

- *(6) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- *(7) Manage department document management system and support for the projects, including contracts pertaining to capital budget projects.
- *(8) Initiate the permitting document management process.
- *(9) Update computer files and generate reports to include text and graphs necessary to support project reports, status and presentations.
- *(10) Exhibit interpersonal skills to work as an effective team member.
- *(11) Transfer electronic information to and from architects, engineers and contractors to ensure that records are maintained per the department's standard.
- *(12) Able to organize and work independently with speed and accuracy and ability to work under stress and meet pressing deadlines.
- *(13) Maintain confidentiality regarding school matters.
- *(14) Maintain positive relationships with staff and vendors.
- *(15) Communicate effectively with staff, and contracted parties.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Demonstrate support for the School District and its goals and priorities.
- *(21) Scan construction drawings and documents into our server system.
- *(22) Copy drawings and construction documentation for both district personnel.
- *(23) Provide for a safe and secure workplace
- *(24) Model and maintain high ethical standards.
- *(25) Follow attendance, punctuality and proper dress rules.
- *(26) Participate in workshops and training sessions as required.
- *(27) Sustained focus and attention to detail for extended periods of time.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Prolonged standing during the workday is required. Exerting up to 50 pounds of force occasionally, and/or up to 20 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 District.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities