

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR PROFESSIONAL AND TECHNICAL
 POSITIONS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to prescribe minimum qualifications for positions pursuant to Florida Statutes 1001.42 and 1012.22. Attached are copies of the job descriptions identifying additions, deletions of the minimum qualifications and change of title.

RECOMMENDED: That effective April 18, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications for the following DCSAA positions:
 - a. Supervisor II, Maintenance Materials, DCSAA pay grade 44, Maintenance Materials Management
 - b. Supervisor I, Furniture, Fixtures and Equipment, DCSAA pay grade 43, Procurement Support Operations
 - c. Coordinator I, Furniture, Fixture and Equipment, DCSAA pay grade 40, Furniture, Fixture and Equipment

MV:mtp

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Supervisor II, Maintenance Materials |
| 2. | DEPARTMENT: | Maintenance Materials Management |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Procurement Support Operations |
| 4. | PAY GRADE: | 44 |
| 5. | JOB CODE: | 0412 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | February 20, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-4, January 23, 1991 |
| 9. | POSITION REVIEWED: | February 17, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, April 18, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for management of Central and Satellite Warehouses, Inventory Control, receiving and distribution of supplies; acquisition and disposition of surplus/obsolete equipment and materials. Develops and manages budget, personnel and payroll functions.

EXAMPLE OF DUTIES

1. Assists in the development, implementation and management of an integrated real time on-line inventory system.
2. Develops reports as necessary to identify usage trend consumption reports, obsolete items and implements procedures to meet required supply requirements.
3. Oversees the operation of stockrooms assembling materials/equipment for specific construction projects. Provides daily deliveries of Zone Mechanics' requirements to the schools and other emergency needs.
4. Supervises procurement card transactions and purchase requisitions of stock items. Manages Direct Purchase receipts and develops bid specifications in conjunction with Procurement Management and Maintenance Operations.
5. Coordinates and supervises the activities of Stock and Inventory Control functions for satellite warehouses.

Job Code 0412

6. Develops and monitors budget in compliance with existing rules and regulations. Recommends budget adjustments as required.
7. Manages the contract for dispensing and control of night fueling by outside vendors for Maintenance Operations vehicles and equipment.
8. Supervises the acquisition, storage and issuance of parts and supplies for the repairs and maintenance of ground-maintenance vehicles and equipment.
9. Assigns property control numbers and maintains property control records for qualified stock assets issued from the warehouse.
10. Manages a district wide distribution system to include the supervision of purchase, pickup, and delivery of materials from vendors.
11. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, standing, walking, finger dexterity, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, Engineering, Management, or Accounting, or related field and five (5) to ten (10) years of overall management supervision of a large supply/stockroom operation or function engaged in procurement, inventory/facilities management, distribution or warehousing operations in a governmental, industrial, or institutional environment.
2. A minimum of three (3) to five (5) years of the above experience must be directly involved in the operation of a fully automated inventory control system.
3. ~~Experience~~ Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Supervisor I, Furniture, Fixtures & Equipment |
| 2. | DEPARTMENT: | Furniture, Fixtures & Equipment |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Procurement Support
Operations |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 0659 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | February 10, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, February 22, 1989 |
| 9. | POSITION REVIEWED: | February 8, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, April 18, 2006 |
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OCCUPATIONAL SUMMARY

Supervises, coordinates, and evaluates Furniture, Fixtures and Equipment (FF&E) acquisitions for new schools, renovations and additions in order to ensure the accurate, cost effective, timely acquisition of items.

EXAMPLE OF DUTIES

1. Supervises the acquisition for FF&E for new schools' additions and renovations; maintains reports to ensure timely delivery of equipment.
2. Analyzes and compares prices for FF&E with market trends, economy, and accountability of products and services.
3. Coordinates the issuance of required bids with the Department of Procurement Management.
4. Monitors transaction register to ensure proper expenditures and accuracy for projects.

5. Supervises and coordinates the delivery and installation of FF&E for projects and ensures that items comply with required specifications.
6. Performs post occupancy inspection for assigned projects, resolves discrepancies, and provides final report to immediate supervisor.
7. Represents the Department in meetings and/or orientations, when requested.
8. Performs other duties comparable to the above, as the duties describe only the typical primary features of the job.
9. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: reaching, sitting, standing, kneeling, bending, walking, finger dexterity, grasping, feeling, talking, hearing, and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration or related field ~~or a combination of~~ and five (5) years education, training and experience in all facets of supply business operations and purchasing practices in a governmental, industrial, or institutional environment. of a public entity.
- ~~2. Minimum of five (5) years experience in a large public or private sector entity.~~
2. Demonstrated ability to communicate effectively in both oral and written forms.
3. Knowledge of personal computer applications to include word processing, spreadsheets and graphics. ~~data base programs.~~
- ~~5. Working knowledge of budget to include reconciliation procedures.~~
4. Evidence of knowledge and experience in reading and interpreting architectural drawings and specifications.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Coordinator I, Furniture, Fixtures and Equipment |
| 2. | DEPARTMENT: | Furniture, Fixtures and Equipment |
| 3. | IMMEDIATE SUPERVISOR: | Supervisor I |
| 4. | PAY GRADE: | 40 |
| 5. | JOB CODE: | 0657 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | January 26, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, February 22, 1989 |
| 9. | POSITION REVIEWED: | January 23, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, April 18, 2006 |
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OCCUPATIONAL SUMMARY

Coordinates the development of furniture, fixtures, and equipment (FF&E) requirements in order to assure the accurate, cost effective, timely acquisition for new schools, additions, remodeling/renovation projects and ancillary/auxiliary facilities.

EXAMPLE OF DUTIES

1. Coordinates overall development of FF&E catalog. Analyzes and compares prices with market trends, economy, and availability of products and services.
2. Processes, verifies, and evaluates FF&E catalog selections for conformance with Miami-Dade County Public Schools (M-DCPS) buying guidelines, educational specifications, and approved prototypical master list.
3. Responsible for the effective utilization of FF&E budget on all projects assigned. Reconciles the principal's requirements with the available funding.
4. Provides technical and planning guidance to schools and departmental personnel for program areas identified in the project; reviews catalog for conformance with educational specifications, architectural plans, coordinates and resolves discrepancies with Project Manager.

5. Gathers product information and standardizes FF&E used by M-DCPS for prototypical catalog; liaison with subject area specialists to update the master catalog.
6. Participates in project planning through team management meetings and project meetings; prepares cost estimates for alternative scopes of work; monitors projected costs versus budget.
7. Reviews Phase II and Phase III plan submittals for compliance with FF&E standards and utility requirements; advises Project Manager of discrepancies.
8. Develops FF&E Design Criteria documents for all Design-Build projects. Assures conformance with prototypical layouts and other standard requirements.
9. Performs other duties related to general administration responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: reaching, sitting, standing, kneeling, bending, walking, finger dexterity, grasping, feeling, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in ~~architecture, interior design~~ Business Administration or related field ~~or a combination of five (5) years education, training and two (2) years experience in supply business operations and purchasing practices in a governmental, industrial, or institutional environment. of a public entity.~~
2. Evidence of knowledge and experience in reading and interpreting architectural drawings and specifications.
- ~~3. Evidence of knowledge of the roles and functions of educators, planners, and architects in the educational programming, design, and construction process.~~
3. Computer literacy and command of programs for word processing, spreadsheets, and graphics.
4. Demonstrated ability to communicate effectively in both oral and written forms.