

**Job Title:** Database/Purchasing Coordinator  
**Department:** Technology Department  
**Reports To:** Director of Technology Operations  
**FSLA Status:** Exempt (salaried)  
**Status:** Full-time  
**Work Schedule:** M-F (8:00am-4:30pm)  
**Location:** Boca Raton Campus  
**Submitted By:** David Pavek / Eric Olender(revised)  
**Approved By:** HR Department Use Only  
**Updated:** 11-09-18

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**Purpose/Scope:** The purpose of the Database/Purchasing Coordinator is to administer the Senior Systems Student Information System and other databases, and to coordinate the Technology purchasing process. The Database/Purchasing Coordinator has the responsibility of working with the administration, Registrar, and division offices to manage academic records, family information, and the school's financial data. They are also responsible for researching prices, making purchases, tracking receiving, and processing billing.

**Essential Functions:**

- Set up new users and administer permissions in Senior Systems. (Daily)
- Perform software updates and handle troubleshooting with Senior Systems, My Backpack, Crystal Reports, and other related applications. (Daily)
- Design reports and train users to maximize their use of Senior Systems. (as required)
- Coordinate the implementation of Senior Systems customization requests. (as required)
- Coordinate the processing schedules for interim and term grades. (per grading period)
- Work with the Divisions and Department to ensure their database and information needs are being met. (Daily)
- Research product information and pricing for purchase requests. (Daily)
- Perform pricing comparisons and vendor evaluations. (Weekly)
- Enter purchase requests in Senior Systems and places orders. (Daily)
- Maintain purchasing records; track purchasing, receiving and billing. (Daily)
- Manage the inventory level of ink, toner, and projector lamps. (Biweekly)
- Look for ways to improve the purchasing process and reduce costs. (Continuously)
- Assist Technology Managers in providing information and reports for School Administrators. (Monthly)
- Employ strong and consistent communication and coordination among the Technology team.
- Exhibit a “user-friendly” attitude in dealing with students, parents, teachers, and all school personnel. (Daily)
- Support of all other aspects of the Technology team on both campuses. (Daily)
- Promote the highest level of Customer Service by completing tasks correctly and promptly. (Daily)

**Additional Essential Functions:**

- Make effective use of technology as applicable to the position
- Promote a positive environment
- Work cooperatively and get along well with other colleagues
- Exercise independent judgment in making decisions

- Adhere to department dress code in a professional manner
- Consult with supervisor when conflicts or disagreements arise and perform in a professional and supportive manner that leads to greater productivity within the department and organization
- Keep supervisor advised of all developments as applicable
- Consistently maintain absolute confidentiality and professionalism with privileged information
- Maintain a consistent high level of performance
- Maintain a regular, dependable attendance (be at work regularly, on time, with occasional absences that are reasonably predictable)
- Demonstrate the flexibility in prioritizing and adapting to changing priorities
- Maintain a high regard for personal safety and for the safety of school students, employees and assets
- Establish and maintains cooperative and effective working relationships with others
- Demonstrate dependability and a team oriented approach to work
- Accept and complete other duties and responsibilities assigned by the Department Supervisor, as well as from the Department Supervisor's appointed designee

**Other Responsibilities:**

- Perform other duties as assigned by the Director of Technology Operations.

**Job Qualifications:**

Education: College Degree Recommended

Experience: 5 years' experience in Database Management or Related Experience

Certifications /

Licenses: N/A

**Essential Personal Characteristics:**

- Exhibit the ability to work on multiple projects/responsibilities with minimal supervision and meet/exceed deadlines; perform multifaceted projects in conjunction with day-to-day activities
- Demonstrate the ability to work in a fast-paced, team-oriented environment with high level of professionalism
- Demonstrate well-developed administrative skills
- Display the ability to compose accurately effective correspondence with proficiency in grammar and punctuation
- Demonstrate the ability to work effectively with others
- Regularly use spreadsheet, database and word processing software, and periodically learn new programs
- Possess excellent communication and interpersonal skills to be able to communicate effectively
- Possess strong organizational skills, with extreme attention to detail
- Demonstrate the ability to assist all visitors in a courteous, professional and effective manner
- Possesses strong problem resolution skills; demonstrates good reasoning abilities
- Willing to accept additional responsibility or offer assistance when required to complete special job assignments
- Possess a demonstrated and proficient understanding of the principles and functions specific to this field

- Strive continually to make the best use of time during the workday through careful coordination of daily tasks; strong time management skills
- Ability to work independently; self-motivated
- Demonstrate analytical skills and logical thought process with the ability to identify and resolve issues and problems
- Ability to speak clearly, both in person and by telephone and exhibits excellent listening skills
- Ability to identify and escalate sensitive issues to the supervisor/division head; demonstrates knowledge of when to seek guidance in situations that exceed ability

**Working Conditions:**

- Intermittent sedentary work performed primarily in an office setting (prolonged periods of sitting).
- Environment subject to frequent interruptions; varying and unpredictable situations; some pressure due to multiple calls and inquiries.
- Working in air conditioned office 95% of the time; small amount of natural light.
- Working at a video display terminal (VDT)
- Occasionally subject to irregular hours

				Intermittent "x"	Continuous "x"
Lifting	Lbs.:5	Times per day:	Hours per day:	x	
Pushing/Pulling	Lbs.:5	Times per day:	Hours per day:	x	
Carrying	Lbs.:5	Times per day:	Hours per day:	x	
Bending		Times per day:	Hours per day:	x	
Squatting		Times per day:	Hours per day:	x	
Sitting		Times per day:	Hours per day:	x	
Standing		Times per day:	Hours per day:	x	
Walking		Times per day:	Hours per day:	x	
Climbing	Approx height:0	Times per day:0	Times per day:0		
Telephone			Hours per day:	x	
Data entry			Hours per day:	x	
Driving			Hours per day:		
Other					

This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.

This job description does not constitute a contract. It may be modified or amended at any time as

determined in the employer's sole discretion.

The signed original copy of this acknowledgment will be filed in your personnel file in Human Resources.

Acknowledge receipt by:

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Print Employee Name

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Employee Signature

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Date