



For the future of every student

CLASS TITLE: PURCHASING SPECIALIST

BASIC FUNCTION:

Under the direction of the Purchasing Supervisor, lead and participate in the purchasing of various materials, supplies, equipment and services for the District; prepare, process and evaluate related purchasing information and documents including requisitions, purchase orders, bids, specifications, contracts and related paperwork; research, obtain and evaluate prices, quotes and proposals; and train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in the purchasing of various materials, supplies, equipment and services for the District; assure smooth, timely and cost-effective purchasing and delivery of goods and services to appropriate schools and departments according to established standards, guidelines, requirements, laws, codes, regulations, policies and procedures.

Coordinate purchasing and processing functions, communications, orders and information to meet the procurement needs of the District; research and evaluate vendors, contractors and other sources of supply; confer and negotiate with vendors and contractors concerning price, specifications, product information, deliveries, services, shipping and other related issues.

Train and provide work direction and guidance to assigned personnel; assign staff duties and review work to assure accuracy, completeness and compliance with established standards, guidelines, time lines, requirements and procedures; provide input concerning applicant interviews and employee evaluations as requested.

Review, process and evaluate a variety of requisitions to assure proper approvals, completeness and compliance with established requirements; determine priority and appropriate method of procurement; confer with management and personnel concerning purchasing needs, issues and activities; oversee and participate in preparing and generating purchase orders.

Oversee and participate in ordering services, supplies and equipment in accordance with established policies and procedures; research, obtain, compare, review and evaluate bids, quotations and proposals to determine cost-effectiveness and compliance with needs and specifications; select vendors according to price effectiveness, product quality and vendor reliability.

Initiate the bidding process; write, process and assure completeness and clarity of bid specifications; participate in bid openings; prepare and reserve related facilities; confer with administrators concerning public bids and related time lines, needs and requirements; prepare and arrange for advertisements including Notices Inviting Bids in accordance with established requirements.

Provide technical information and assistance to personnel, vendors and others concerning purchasing operations and activities; respond to inquiries and provide information and guidance concerning orders, products, services, needs, issues, bids, guidelines, processes, policies and procedures.

Coordinate purchasing communications and information between personnel, vendors, contracts and others; initiate and receive phone calls concerning purchasing functions; investigate, evaluate and assure proper and timely resolution of purchase order, vendor, warehouse, accounting, delivery, contract, bidding and other issues, conflicts and discrepancies.

Receive, evaluate and respond to requests for products and related information; research products for end users as requested; contact other departments to assure receipt of ordered goods; follow up on delayed shipments, discrepancies, order status and returns; monitor progress of bids and assure contractors are paid in accordance with established time lines and specifications.

Inspect purchase orders, requisitions, invoices and related order information and cost calculations to assure accuracy and completeness; verify adequate funding, required authorization, pricing, and product, service and delivery needs and information; authorize purchase orders and provide signatures or recommendations for approval.

Input purchase order and a variety of other purchasing information into an assigned computer system including vendor information, prices, quantity and other required data; initiate queries, maintain automated records and files, develop spreadsheets, and generate purchase orders, reports and other computerized documents; assure accuracy of input and output data.

Award bids and contracts in accordance with established laws and regulations; assure compliance with bid specifications and formal or informal quotations; assure funding is available for purchases; provide recommendations concerning the awarding of large contracts; issue, prepare, receive and evaluate contractor questionnaires for state compliance; prepare and distribute award letters; generate, process and distribute contracts, required documents and related materials.

Distribute, collect and process various purchasing and contracting forms, agreements and paperwork; review documentation for accuracy, completeness, and required approval; identify, investigate and resolve problems and discrepancies related to contracts, bids, proposals and other purchasing documents; process change orders and notices of completion; prepare purchase orders and agreements for services and goods; prioritize agreements to comply with service dates and established District timelines; update Board agenda requests to assure proper contract finalization.

Compile information and prepare and maintain a variety of records, files and reports related to purchase orders, bids, quotes, contracts, requisitions, products, deliveries, vendors, contractors, inventory and assigned activities; prepare and update vendor and bidding lists.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Research and evaluate new procurement methods to meet the purchasing needs of various District sites; research and maintain current knowledge of new products, services and sources of supply useful to the District.

Performs related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Purchasing policies, practices, procedures and terminology.
Bid specifications, contract preparation, specification requirements and price negotiation procedures.
Local contractors, vendors and sources of supply.
Technical aspects of researching, comparing and purchasing services, supplies and equipment.
Marketplace and commodity prices and practices.
Use and terminology of requisitions, purchase orders, bids and other purchasing documents.
Record-keeping and report preparation techniques.
Inventory practices and procedures.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Principles of training and providing work direction.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Mathematical computations.

ABILITY TO:

Lead and participate in the purchasing of various materials, supplies, equipment and services for the District.
Prepare, process and evaluate purchasing information and documents including requisitions, purchase orders, bids, specifications, contracts and related paperwork.
Train and provide work direction and guidance to assigned personnel.
Research and evaluate vendors, contractors and sources of supply.
Research, obtain, compare and evaluate bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.
Order items and services in accordance with established policies and procedures.
Select vendors according to price effectiveness, product quality and vendor reliability.
Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.
Interpret, apply and explain established laws, codes, rules, regulations, policies and procedures.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Perform mathematical calculations with speed and accuracy.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school supplemented by college-level course work in business administration, accounting or related field and three years professional-level experience in the contracting and acquisition of a variety of equipment, materials, supplies, and services, which must include experience working with an automated financial/purchasing system. Purchasing experience in a large-scale buying operation or school district environment highly desirable.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

08/18/2021