



# Irvine Unified School District

## PURCHASING SPECIALIST

### DEFINITION

Under general supervision, supervise and perform specialized clerical work involving the review and processing of requisitions, the preparation of bid and purchase order forms, the pricing and ordering of supplies and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Evaluates and selects materials to replenish or expand district stock, maintaining a stock level consistent with meeting school requirements and within limitations of storage facilities.
- Receives, reviews and processes purchase requisitions, checking for accuracy, completeness and authorized signatures.
- Contacts vendors, obtains oral and written quotes.
- Researches product/service quality, price availability, source of supply for materials and service. Answers questions and gives out information related to the procurement of supplies and equipment.
- Meets with vendors and sales representatives and arranges for demonstrations.
- Researches, composes and prepares a variety of reports and memoranda.
- Coordinates and assigns the work of departmental employees.
- Assists in "bid opening" procedures.
- Provides support to personnel regarding purchasing systems.
- Obtains vendor taxpayer identification numbers and updates purchasing system.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Principles, practices and legal requirements of public or school district purchasing
- General materials and commodities used in the district.
- Current purchasing and stores procedures, including: receiving, inspecting, storing and distributing materials.
- Relevant safety practices and procedures.
- Current technology, software applications, office practices and procedures.

#### Ability to:

- Perform complex record keeping clerical work independently.
- Interpret general laws, rules and regulations affecting District purchases.
- Prepare bid documents and write specifications.
- Understand, carry out and give oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.

#### Training and Experience:

Equivalent to completion of the twelfth grade, supplemented by course work in purchasing, including two years of related purchasing work or any combination of training and experience that could likely provide the desired knowledge and abilities.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

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