



SPECIALIST-PURCHASING

DEFINITION:

Under the supervision of the Supervisor of Payroll, performs specialized clerical duties in support of the activities and operations of the Purchasing Department; oversees and reviews the processing of requisitions, preparation of bids and purchase order forms; develops procurement and price listings and initiates 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 stock levels consistent with meeting school requirements and within limitations of storage facilities.
- Receives, reviews and processes purchase requisitions, checking for accuracy, completeness and authorized signatures.
- Reviews purchasing transactions and requisitions for equipment, supplies and materials; verifies account codes; determines vendors and pricing as necessary; oversees and monitors the processing, printing and distribution of purchase orders.
- Obtains and assesses comparative prices and quotations; develops vendor lists.
- Pursues contact with new vendors relative to need for supplies and equipment; obtains oral and written quotes; initiates procurement of supplies, materials and equipment.
- Researches product/service quality, price availability, source of supply for materials and service.
- Provides information and assistance to the administrators and staff regarding 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.
- Composes a variety of correspondences including forms, letters, memoranda and other materials; duplicates and distributes materials; reviews written materials for accuracy and completeness.
- 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, methods, practices and procedures of public or school district purchasing.
- Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts.
- 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.
- Applicable laws, codes, regulations, policies and procedures.
- Current technology, software applications, office practices and procedures.
- Modern office practices, procedures and equipment.
- Recordkeeping and report preparation techniques.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

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.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Assemble, organize and prepare data for records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Make arithmetic computations with speed and accuracy.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in purchasing, including two years of related purchasing work.

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.

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor/Office 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. The noise level in the work environment is usually moderate.

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