



# IRVINE UNIFIED SCHOOL DISTRICT

## SPECIALIST- PURCHASING/CONTRACTS

### DEFINITION:

Under the supervision of the Director-Fiscal Services, purchases supplies, materials, furniture, equipment and services for the District; plans and maintains inventory; prepares bid documents and contracts; performs the technical functions of the buying process and contract negotiations; maintains purchasing data and records.

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

- Organizes and prepares specifications and formal bids; approves scheduling of bids; assure compliance with laws, rules and regulations; analyzes and evaluates bids received.
- Develops and prepares requests for proposals (RFP) that meet established criteria, laws and regulations; coordinates bid openings and reviews bids providing contractor and vendor award recommendations as requested.
- Obtains and reviews comparative prices, quotations and delivery time lines; develops vendor lists; initiates contact with vendors relative to supply and equipment availability; compares quotations, product specifications, pricing and recommend vendors.
- Monitors the contract process for the development and implementation of contracts with vendors, contractors, and consultants; maintains contracts, records, files and databases for associated contracts; reviews, amends and negotiates terms, conditions and provisions for contracts.
- Reviews applicable documentation to assure legal verbiage is accurate and inserted into contracts; imbeds information from consultant's contracts into District contracts.
- Provides technical expertise, information and assistance to the administrator, staff, vendors and others regarding assigned functions; interprets, applies and explains rules, regulations, policies and procedures.
- Coordinates the ordering, inventory control and distribution of designated materials, services and supplies as assigned; arranges for the return or exchange of damaged or defective goods.
- Reviews purchasing and contract transactions and requisitions for equipment, services, supplies and materials; verifies account codes; determines vendor and price as necessary; monitors budget expenditures.
- Prepares a wide variety of materials such as purchase orders, reports, correspondence, letters and other purchasing and contract forms and materials; prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities and personnel; researches and prepares a variety of special projects as requested.
- Creates and updates information on department web pages.
- Creates spreadsheets, templates, requisitions and purchase orders; prepares Board agenda items as directed.
- Attends and participates in a variety of meetings and trainings as assigned; remains current on programs and issues that affect purchasing and contracts; serves as a member of the evaluation committee for RFP's.
- Operates a calculator, computer, assign software and other standard office equipment as assigned; drives a vehicle to conduct work.
- Communicates with administrators, personnel, legal representative, vendors, consultant and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information;

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Principles, methods, practices and legal requirements of public sector purchasing' leases, bids and contracts.

- Bid specifications, contract preparations, specification requirements and price negotiation procedures.
- Trades and supplies and product information used on public school setting.
- Organization and coordination techniques utilized in purchasing.
- Methods and procedures for material handling, inventory control and distribution.
- Automated purchasing records and database systems.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Business letter writing and basic report preparation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Inventory methods and practices.
- Report writing and contract preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software.
- Basic math.

**Ability to:**

- Apply and explain policies, practices and terminology used in purchasing and contract negotiations.
- Prepare accurate and complete specifications, bids, records and reports related to assigned activities.
- Review work requests and contracts.
- Prepare, negotiate and review contracts including terms and conditions.
- Review work requests and effectively purchase a variety of supplies, equipment and services.
- Learn local vendors and sources of supply.
- Plan, estimate and schedule buying activities for greatest efficiency and service.
- Coordinate multiple tasks simultaneously.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports related to assigned activities.
- Operate a variety of office equipment, a computer and assigned software.
- Type or input data at an acceptable rate of speed.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: associates degree in purchasing, business administration or a related field and four years responsible experience in purchasing, (preferable in a school district environment), including experience in cost estimating, contract negotiations and processing of requisitions.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Drivers' License.

**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.

- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

- **Lifting, carrying, pushing and pulling light objects up to 10 pounds.**

**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.**

**Previously Revised: 06/2017**