

## **PURCHASING SPECIALIST**

### **JOB SUMMARY:**

The Purchasing Specialist performs a broad range of duties in support of the District's Purchasing Department. Duties include: oversight of the daily operations of the district-wide surplus inventory and asset management programs; distribution of mail, supplies and materials to school sites and departments and tasks related to the acquisition of supplies and materials.

### **REPRESENTATIVE DUTIES:**

The position description describes the general nature of work performed.

### **ESSENTIAL FUNCTIONS**

- Oversees receipt and distribution of purchased supplies and equipment.
- Receives all purchase orders in financial software system, works with accounts payable to ensure receipt/voucher is entered in a timely manner.
- Contacts customers to ensure items were received, receiving paperwork is signed and returned, and follows up on delayed orders, order issues, and returns.
- Communicates with shippers and suppliers regarding the receipt, shipping and condition of equipment and supplies.
- Researches discrepancies in shipping/shipped items.
- Monitors customer satisfaction of items received, resolves complaints and improves the quality of service and products provided.
- Reconciles differences between purchase orders and invoices.
- Oversees the District's asset management program; receives and tracks fixed assets in a computerized asset tracking system; assigns an identification number and tags the incoming item at the location it was received; software; monitors and adjusts tracking information as needed; schedules and monitors the movement of fixed assets; prepares reports related to fixed assets.
- Oversees the District's surplus inventory program; coordinates the pickup, inventory and sale of surplus items; organizes and maintains surplus storage facility; notifies staff of availability of items no longer in use, determines minimum bid and reserve amount when posted for public bidding.
- Oversees the District's physical data storage system; receives requests for pickup and retrieval of obsolete records; organizes records in storage facility; and maintains a record's tracking system.
- Oversees e-waste recycling and shredding program; picks up materials from sites and arranges for pickup from outside agency as needed.
- Processes outgoing mail and delivers to post office daily; picks up mail from post office as needed.

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- Creates monthly spreadsheet to charge sites/departments for postage/shipping expenses.
- Loads/unloads mail, supplies and equipment; drives scheduled delivery routes to school sites and offsite departments to deliver mail, supplies and materials.
- Picks up and delivers mail, supplies and equipment from outside agencies as needed.
- Documents deliveries, goods received and special categories of mail.
- Maintains assigned vehicle in a safe and clean condition (e.g. fuel, oil, tire pressure)
- Evaluates requisitions and works with district staff at all levels to determine the appropriate procurement methods, adherence to specifications, product and vendor choices, available piggyback options, shipping methods and location, discounts, shipping charges, options, fees, costs, and other factors to determine total cost and overall best value.
- Makes purchasing recommendations to the Director of Purchasing and district staff based upon factors such as cost, quality, specifications, date item(s) is needed, and best value.
- Works with district staff, vendors, other school districts, county agencies, state agencies, consortiums, Joint Powers of Authorities, and other organizations to evaluate purchasing options, provide support and information, and resolve disputes.
- Coordinates and maintains purchasing records, files, reports, purchase orders, quotes, requisitions, products, deliveries, vendors, piggyback bid documents, and other purchasing related documents in accordance with established procedures.
- Provides training and support to district staff in the use of the district financial software system as it relates to purchasing functions.
- Searches vendor-specific internet shopping sites to research products, pricing and other information.
- Negotiates price, discounts, specifications, shipping rates, and other variables that add value or reduce cost for the district.
- Reviews purchase order information to ensure accuracy and completeness and places orders in accordance with established procedures.
- Adheres to bid limits, service and public works contract requirements, and other California laws and regulations regarding purchasing, contracting, and bidding.
- Researches new products, contractors, suppliers, equipment, available purchasing contracts, and regulations to identify those which will enhance satisfaction, productivity, efficiency, effectiveness and/or safety of various operations inside and outside the classroom and to ensure conformity to regulations and budgetary guidelines.

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- Attends in-services, classes, workshops, and conferences to keep informed about changes and trends that effect purchasing activities and the financial software system.
- Performs other job-related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Postal and shipping regulations
- Principles, practices, procedures, codes, rules and regulations related to inventory control
- Principles, practices, procedures, codes, rules and regulations related to asset management
- California Motor Vehicle Code and safe driving practices
- Methods and procedures used in purchasing goods and services for a school district
- Legal and procedural requirements related to purchasing, including applicable sections of State Education code and other applicable laws
- Accounting practices and procedures related to purchasing
- Financial software systems
- Vendor-specific web-based shopping sites
- Current, up-to-date office practices and procedures
- Electronic and manual record keeping practices
- Workplace math such as arithmetic operations, percents, rounding and problem solving
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Business writing, proofing, and editing

#### **ABILITY TO:**

- Provide information to others regarding surplus inventory, asset management delivery and purchasing practices and policies.
- Obtain, analyze, and evaluate bids and quotations.
- Research products, contractors, suppliers, equipment, and regulations.
- Process and reconcile purchase orders, requisitions, and invoices.
- Identify, investigate, and resolve order issues.
- Learn, interpret, apply and explain laws, codes, rules, policies and procedures.
- Keep informed about changes and trends in surplus inventory, asset management, delivery, purchasing and accounting practices.
- Compose written communications using correct grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date software applications to perform job duties efficiently.
- Communicate with courtesy, diplomacy, and tact.
- Establish and maintain cooperative working relationships with others.
- Establish and maintain records and files.
- Perform accurate math calculations.
- Plan, prioritize, and organize work, meeting schedules and timelines.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

## **EDUCATION AND EXPERIENCE**

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. College-level courses in business, purchasing, or a related field preferred. Two years of progressively responsible experience involving work with broad range of purchasing functions is required.

## **DISTINGUISHING CHARACTERISTICS**

The **Purchasing Specialist** performs a broad range of duties across multiple functional areas in support of the Purchasing Department.

Differentiation between the Purchasing Specialist and the Buyer, the classification below the Purchasing Specialist, is distinguished as follows:

The **Buyer** is responsible for journey-level tasks related to the acquisition and record-keeping of district purchases.

Differentiation between the Purchasing Specialist and the Senior Buyer, a classification equal to that of the Purchasing Specialist, is distinguished as follows:

The **Senior Buyer** is an advanced-level classification responsible for the complex business procedures involved in purchasing. Incumbents in this classification perform duties focused on the acquisition of goods and services.

## **REQUIRED TESTING**

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

## **CERTIFICATES/LICENSES**

Valid California Class C or higher driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

## **CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

## **CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

## WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require physical demands as outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing, kneeling, twisting back
Seldom/Occasionally	stooping/bending, squatting/crouching, pushing and pulling, reaching above shoulder, reaching at shoulder, reaching below shoulder
Occasionally/Frequently	walking, standing, handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, lifting and carrying up to 50 lbs.

## AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to communicate with staff, vendors, and others. Able to respond to safety bells and emergencies. Vision ability to see near, distant, color, depth and peripherally.

## ENVIRONMENTAL CONDITIONS

Driving is a regular part of this assignment.