

Purchasing Specialist

Basic Function

Under the direction of the Assistant Superintendent of Business Services, provides administration in purchasing of goods and services for the District, Grants, and General Obligation Bond Projects. The Purchasing Specialist is responsible for preparing budget spreadsheets for school sites and department supervisors.

Job Relationships

Supervised by the Assistant Superintendent of Business Services, works cooperatively with other Business office personnel, District office staff, warehouse personnel, department supervisors, principals, school office personnel, and teachers.

Essential Functions

- Edit, review, and process purchase requisitions for compliance with governmental, county, district, and local policies, and procedures, regulations and requirements prior approval and printing of purchase orders.
- Prepare bids and quotes, comply with legal requirements for advertised bids, locate and review sources of supply and analyze bids for compliance and content.
- Assure authorized signatures are obtained in accordance with policies.
- Distribute purchase orders and documents to vendors, sites, and departments.
- Maintain computer databases and master files on purchase orders and documentation.
- Process purchase orders in a timely manner.
- Assist staff in obtaining information on prices, availability and delivery of purchases.
- Maintain vendor lists and vendor profiles in computer software programs such as Destiny, Microsoft Office Products.
- Contact vendors regarding purchase orders.
- Reconcile packing slips and invoices for accounts payable.
- Follow up on back orders to obtain timely delivery.
- Monthly school and departmental budget updates

- Facilitate bid process, bid documents, and bid timelines.
- Facilitate and calculate developer fees, studies, and justification.
- Provide support for District wide lease agreements and contracts.
- Assist independent auditors in auditing purchasing orders.
- Maintain fixed assets and physical inventory system in accordance with regulations.
- Respond to inquiries regarding status of purchase orders and requisitions.
- Assist in updating the business services website with current information.
- Perform required audit activities.
- Support in the District budget development process.
- Perform year-end closing duties such as district warehouse inventory, closing of all purchase orders, cleaning of year-end files and transporting to storage etc.
- Assume duties of Receptionist, Account Clerk, and Account Clerk II, or other district office clerical staff as needed.
- Check delivery slips and invoices; post on the computer requisitions and receipt of stock for stores inventory as received.
- Run and update the stores catalog and encumber purchase orders; prepare purchase order listing for Board approval.

Knowledge of:

- Goals, policies and objectives of purchasing programs.
- California School Finance
- Vendor sources.
- A Purchase Order system.
- Computer/microcomputer operation including the Microsoft Office Products. (Outlook, Word, Excel, PowerPoint, & Publisher)-
- Customer Service and Interpersonal skills.
- Oral and written communication.
- Policies and objectives of assigned programs.
- Methods and practices of financial record-keeping including accounting, journal and

ledger accounts systems.

- General office practices.

Abilities to:

- Work cooperatively with others
- Communicate effectively with students, administrators, parents and co-workers
- Understand and carry out oral and written instructions
- Work independently with little direction
- Read, understand and implement regulations and procedure manuals.
- Communicate effectively with vendors and staff.
- Operate and maintain purchase order systems.
- Maintain database files.
- Prioritize and schedule work.
- Explain and enforce policies and regulations.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Represent the department at meetings.
- Establish, maintain effective relationships.
- Operate business office equipment including computers, 10-Key calculator, copiers, printers, telephone system, and related software.
- Prepare statistical records and reports.
- Interpret and explain policies and procedures.
- Compose correspondence independently.
- Prepare and maintain records and files.
- Read, understand, and utilize the Standardized Account Code Structure (SACS) for uniform financing reporting.
- Research data, regulations, laws, codes, Board Policies, etc. from the various sources such as CDE, SDCOE, GASB, etc.)
- Type 60 words per minute and 10-key 270 keys per minute.

Other Functions

- Perform other duties as assigned
- Perform Job Requirements at a minimum

Education and Experience

- Minimum of an Associate's Degree or units equivalent to two years of higher education in a related field or equivalent training in office practices, accounting, purchasing procedures, or closely related field.
- Minimum of Five years of office experience with general accounting experience preferably involving purchasing activities of a public or educational agency.
- High School Diploma or an equivalent to the completion of high school graduation

Licenses, Certificates and Other Requirements

- Passage of district pre-employment tests
 - Basic Skills Test – (spelling, grammar, proofreading, writing, & math)
 - Accounting Test & Excel Test
- Post-offer physical examination and drug screen
- Fingerprint clearance from the Department of Justice and FBI
- Current X-ray or tuberculin skin test before employment and every four years thereafter.
- Valid California Driver's License and current automobile insurance
- Current Typing Certificate of 60 words per minute or more. (wpm)
- Current 10 Key Certificate of 270 keys per minute or more. (kpm)

Environment

- Works in District Office environment
- Works on a computer monitor for prolonged periods.
- High volume of paperwork
- There are constant interruptions.

Physical Demands

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Frequently required to sit
- Use of hands to finger, handle, feel; and talk and hear
- Occasionally required to stand, walk and reach with hands and arms
- Must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required include close vision, color vision and ability to adjust focus.

Board Approved: October 9, 2001
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