

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Purchasing Specialist

**DEPARTMENT:** Purchasing Department

**POSITION SUMMARY:** Under the supervision of the Director of Business Services/Purchasing, perform advance level duties in the purchase of supplies equipment, and materials for the District; assist in the preparation of specifications and legal bids; and perform related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

1. Receives purchasing assignments from the Director of Business Services/Purchasing.
2. Conducts site visits to review ordering procedures and aid in product selection.
3. Reviews requisitions and specifications for completeness of description, account to be charged, and signatures allowing authorization.
4. Interviews vendors for information concerning product, price, reliability/quality, and delivery date. Assists in the negotiation of prices and terms with vendors to obtain satisfactory bids.
5. Determines where products may be obtained according to company-established criteria and product-specific criteria.
6. Consults catalogues and interview suppliers to obtain prices and specifications.
7. Assists in the preparation of specifications for written quotations.
8. Determines method of procurement such as direct purchase or bid.
9. Works with the Director of Business Services/Purchasing to obtain bids on items requiring bidding, and participates in awarding purchase orders to the appropriate bidder within budgetary limitations and scope of authority. Obtains price quotations by telephone, letter, personal visits, or formal bid process and assists in negotiation within budgetary limitations and scope of authority.
10. Places orders for routine purchases, lease purchase agreements, contracts and related purchasing documents.
11. Determines that purchase order is correctly prepared and sent to the correct vendor.
12. Computes total cost of items purchased.
13. Verifies that items are purchased in relation of price, quality, and function at the best life cycle consideration (Total Cost of Quality Model).
14. Types or wrist invitation of bid forms and mails to supplier firms or for public posting.
15. Checks all items on bid forms for correctness and rectifies any errors before purchase orders are written.
16. Writes or types purchase orders and sends copies to supplier and department originating request.
17. Confers with suppliers concerning late deliveries and back orders. Performs procurement follow-up and evaluates vendor conformance with terms of the purchase agreement.
18. Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
19. Maintains files of existing and potential vendors for supplies, equipment and service.
20. Expedites delivery of goods to users.
21. Maintains vendor catalog file for reference purposes.
22. Telephones vendors for repairs to equipment.
23. Prepares purchasing reports and complies records of items purchased or transferred between departments, prices, deliveries, inventories, lease purchasing agreements and service agreement reports and other reports as required.

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24. Provides technical support to District for on-line procurement systems and Business Services Web Pages.
25. Verifies budget and accounting codes through the use of computer terminal and other means appropriate.
26. Uses computer terminal to review purchasing activities and take action as required.
27. Determines proper reorder point for warehouse items taking into consideration usage, lead time, set-up costs, minimum lot sizes, etc., to insure the best economical purchase of items as well as constant uninterrupted supply available to meet school requirements.
28. Coordinates and conducts year-end inventory and reconciliation of district warehouse.
29. Assists in the negotiation of contracts, where permitted by law.
30. Verifies compliance with all State, Federal, and local law, regulations and procedures pertaining to purchasing and storage of material.
31. Insures that all items requiring material safety data sheets for hazardous chemicals are properly identified and received and schools are informed of special handling and data requirements.
32. May train and delegate duties to lower-level department personnel.
33. Maintains regular and prompt attendance in the workplace.
34. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Any combination of education, training and experience equivalent to graduation from an accredited college or university with an associate's degree in business administration or a related field. (Additional qualifying experience may be substituted on a year-for-year basis for the required education.) Three years of professional purchasing experience in a large scale buying operation preferred. Must pass required district testing. Valid California Driver's License required.

**SKILLS AND QUALIFICATIONS:**

1. Ability to organize and prioritize work, and to meet deadlines with only occasional instructions and assistance.
2. Knowledge of basic English usage, grammar, spelling, punctuation and arithmetic.
3. Knowledge of office methods, business practices and equipment.
4. Knowledge of purchasing principles, vendor negotiation techniques and basic accounting procedures.
5. Knowledge of types of materials, supplies, and equipment used in a school district.
6. Knowledge of sources of supply and marketing practices.
7. Knowledge of Total Quality Management principles.
8. Knowledge of and ability to interpret and apply laws, codes, rules, policies, regulations and procedures pertaining to the District's purchasing functions.
9. Knowledge of warehouse operations and procedures.
10. Ability to type at a speed of 55 words per minute from clear copy.
11. Knowledge of intermediate computer skills.
12. Ability to operate standard office equipment, including electronic on-line computer terminal.
13. Strong verbal, written, analytical, negotiating and interpersonal skills.
14. Ability to maintain cooperative working relationships with those contacted in the course of work.

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**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data in a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk, and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment or the warehouse environment and come in direct contact with SJCOE staff, district staff and the public.

**SALARY:** Classified range 40

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