

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PURCHASING SERVICES LEAD

BASIC FUNCTION:

Under the direction of the Business Manager or designee, plan, organize and lead purchasing, warehouse, publications, facilities and business functions to meet the needs of the District; serve as lead and perform specialized clerical work; review and process requisitions; prepare bids and purchase order forms; price and order supplies and equipment.

REPRESENTATIVE DUTIES:

1. Organize and lead the purchasing function including developing and implementing policies and procedures; oversee personnel and prepare required reports.
2. Perform specialized and technical duties which incorporate purchasing, warehouse, publications, facilities and business functions; responsible for preparation of specifications for bids and contracts; inventory control, ordering of supplies, instructional materials and equipment.
3. Operate the buying process including review of requests, preparation of bids and quotes, comply with legal requirements for advertised bids, locate and review sources of supply and analyze bids for compliance and content.
4. Insure that goods and services are purchased at the best price for the best service.
5. Provide technical advice to departments including evaluating services related to various programs, conduct training workshops and interpret organizational policy in regards to the purchasing process.
6. Confer with schools and departments to determine purchasing needs; coordinate repair and maintenance of equipment throughout the District.
7. Establish and maintain positive public and professional relationships through the following methods:
 - Interview vendor representatives
 - Advise vendors of organizational policies and procedures
 - Participate in professional organizations
 - Maintain ethical business practices
 - Continue education through seminars and conferences
8. Keep abreast of current and long range markets and trends and probable market trends.
9. Maintain good relationships with vendors and school district personnel.
10. Maintain vendor files.

11. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of purchasing and good customer relations
Source of supplies, commodity markets, marketing practices
Commodity pricing methods and discounts
Comprehensive understanding of the operation of schools and school districts
Understanding of the interrelationship between the schools, the District and the community
Applicable sections of State Education Code and other applicable laws
Methods and procedures used in the purchasing of school district supplies and equipment
Inventory and financial record-keeping procedures
State Account Code System
Computer skills
Telephone techniques and etiquette
District organization, operations, policies and objectives
Oral and written communications skills
Correct English usage, grammar, spelling, punctuation and vocabulary
Modern office practices and procedures
Record-keeping techniques
Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

Learn, interpret, apply and explain County and State regulations, laws and rules and regulations affecting school district purchasing operations
Prepare clear specifications in accordance with established procedures and formats
Read, understand, interpret and apply complex written information
Plan, design, organize and coordinate work and projects involving a multiplicity of components
Purchase a variety of equipment, supplies and services according to established procedures and guidelines
Type at 50 words net per minute from clear copy
Operate a variety of office machines including calculator, computer terminal and printer, typewriter and copier
Work confidentially with discretion
Understand and carry out instructions effectively both orally and in writing
Make arithmetic calculations quickly and accurately
Establish and maintain effective working relationships with others
Plan and organize work
Train and provide work direction to others
Maintain records and prepare reports
Maintain account codes

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent; a BS in business-related subject desired and four years of increasingly responsible experience in a business office including two years of purchasing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, push up to 25 lbs.; drive to attend meetings; exposed to dust and moving vehicles due to work site having delivery vehicles and busses entering/exiting throughout the day; typical office environment subject to tight deadlines and working in difficult interpersonal situations

SALARY RANGE: 80

ADOPTED BY PERSONNEL COMMISSION: August 15, 2001

ADOPTED BY BOARD OF EDUCATION: August 27, 2001