



## Fremont Union High School District

### Position: Purchasing Specialist

<b>Department/Site:</b>	District Office	<b>Range:</b>	114
<b>Reports to/ Evaluated by:</b>	Business Administrator	<b>Work Year:</b>	245
		<b>Months:</b>	12

### Summary of Basic Functions & Responsibilities

Under the supervision of a Business Administrator, performs administrative and technical duties in support of purchasing functions such as contracts, inventory control, fixed assets, and records. Understands and works effectively with people of differing cultures.

### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Serves as a contact for processing purchase orders in QCC. Orients and explains the steps needed to produce purchase orders. Receives and reviews incoming requisitions. Converts requisitions to purchase orders, as needed when the Purchasing Agent is not available.
- Assists Purchasing Agent with bid preparation and distribution.
- Assists with the maintenance of the vendor file working with vendors directly to acquire correct contacts for both A/P and Purchasing.
- Obtains tax and liability insurance information for vendors.
- Maintains vendors' liability insurance information current.
- Prepares purchase orders for a variety of administrative services, supplies, and equipment including service contracts. Maintains records of transactions and use of equipment and services.
- Assists in the procurement of merchandise, materials, and services requested by departments in a timely and efficient manner, complying with the guidelines set by the district and education codes.
- Assists and helps evaluate products in awarding contracts for high usage items (cut-stock paper/custodial supplies/office supplies). Evaluates products and award contracts on quality, pricing, and delivery.
- Assists end-users with problems associated with generating computer-aided requisitions and purchase orders. Advises sites and departments on problem orders through requesting, sharing, and clarifying information.
- Provides assistance and problem resolution to departments and sites in order tracking, product information, delivery schedules, delays with purchase orders, and systems-related questions.
- Works with Accounts Payable on solving purchase/vendor problems.
- Pre-encumbers requisitions and encumbers each purchase order processed by accessing information from and onto an automated purchasing and financial system. Sends information to the accounting department for payment.
- Maintains active files of vendor information, purchasing contracts, ensuring that balances reflect completed transactions, work-in-progress, and anticipated needs.
- Assists with the preparation and submission of yearly 1099 tax report for district.
- Assists and processes vendor credit application for entire district to establish accounts.
- Assists with travel coordination with credit card authorization forms.
- Assists in processing contracts and change orders that modify original purchase orders.
- Maintains vendor files containing contact information, 1099 tax information, delivery, cost, and quality

performance, and other information that supports ordering. Accesses data files and prepares lists of vendors, professional associations, advertising sources, and other categories to support the bid announcement process.

- Coordinates the District's fixed asset program. Assists Business Manager in preparation and submission of yearly depreciation reports.
- Participates in the year-end inventory by input and reconciling of recorded versus physical differences.
- Documents transactions in order to support annual audit.
- Prepares depreciation schedule.
- Verifies that costs and quantities match to original records. Tabulates, prepares summary forms, and remits for accounting.
- Assists others in obtaining price and delivery estimates from existing and approved vendors on routine items.
- Participates in year-end inventories by input and reconciling of recorded versus physical differences.
- Documents transactions in order to support annual audits.
- May receive merchandise to the District warehouse and/or directs shippers to the proper location, notifying others of delivery. Arranges warehoused items to assure proper and safe storage.
- Researches and maintains up-to-date knowledge of changes in commodities and other products to be responsive to the ongoing needs of the end users throughout the district. Researches historical product and supply usage and recommends re-order points.
- Provides technical assistance to users, supporting on-line, automated requisition and purchase ordering systems.
- Prepares and types reports, logs, correspondence, or memos for communication to vendors or District and school site personnel. Assists with year-end communications to vendors such as tax and income forms.
- Responsible for expediting all outstanding orders on a weekly basis, which could include contacting vendors and sites.
- Participates in year-end closing procedures for assigned accounting areas.
- Assists external auditors as requested in reviewing the District's financial records, reports and transactions.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### Knowledge and Skills:

- Requires knowledge of procedures used in contracting for, and purchasing of supplies, furniture, and stationary equipment.
- Requires knowledge of QCC (Purchasing, Vendor maintenance, Accounts Payable, Reporting, Financial Reports), MS Word/Excel, Adobe Acrobat and other programs to perform position.
- Requires a basic knowledge of the specification development process.
- Requires knowledge of data entry requirements for automated purchases.
- Requires knowledge of the district's purchasing policies and procedures.
- Requires a basic knowledge of inventory management, including economic reorder points, accounting and inventory.
- Requires sufficient knowledge of and skill at using personal computer-aided office productivity software and data entry and report writing features of specialized software used in purchasing and inventory control.
- Must be familiar with modern office methods, practices and equipment pertinent to purchasing.
- Must be familiar with the State Accounting Manual as it relates to SACS coding.
- Requires sufficient communication skills to convey technical information to other departments and vendors.
- Must be able to plan and prioritize work to meet schedules and timelines.
- Must be able to learn and interpret rules, policies, and procedures affecting District purchasing operations.
- Requires the ability to identify and record fixed assets.

- Must be able to maintain detailed and accurate records.
- Must be able to communicate courteously with contacts within and outside of the District.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School diploma or equivalent supplemented by two years of college coursework or its equivalent and three years of increasingly responsible clerical experience involving statistical record-keeping, including one year of purchasing related experience.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.