



Fremont Union High School District

Position: Purchasing Agent

Department/Site:	District Office	Range:	117
Reports to/ Evaluated by:	Business Administrator	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Organizes, coordinates, and performs advanced technical purchasing services associated with the procurement, delivery, and quality of supplies, equipment and services. Facilitates and monitors open purchase orders and specific product and service contracts, and coordinates assigned activities with other departments, outside vendors and agencies, and the general public. 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.

- Coordinates and performs operational activities for the Purchasing department as they relate to procurement and accounting of goods and services.
- Coordinates purchasing activities with receiving, warehousing, file and account documentation, and distribution of purchased items. Reviews trends in material and supply usage. Adjusts re-order points and cycles to comply with needs.
- Working with all departments, develops uniformity and quality specifications for goods and services used by the District. Sets up delivery and customer service standards for vendors doing business with the District.
- Researches, contacts, and selects potential vendors to receive proposals for price, quality, and timeliness of delivery. Makes independent judgment on purchases up to authorized dollar limits and specifications. Recommend current and/or new vendors. Conveys delivery, inventory, and quality goals to vendors.
- Establishes and communicates patterns of supply and product usage so that vendors can anticipate needs and meet requirements. Learns vendor cycles and procedures to optimize delivery time.
- Procures urgent materials through the most effective means, considering quality, availability, cost, delivery time, and probability of continued support.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Develops and maintains a directory of vendors. Pre-qualifies vendors based on price, service, quality, etc.
- Facilitates and prepares bid documents and requests for proposals. Works with department management and outside professionals to obtain specifications. Coordinates chronological activities connected with competitive bid processes, including references. Ensures compliance with applicable laws, rules and regulations.
- Awards contracts to vendors based on successful bid and compliance with the District's purchasing policies, procedures, standards, and needs.
- Ensures that vendors comply with and supply evidence of insurance coverage, workers compensation, and other documentation required for contracted services.
- Coordinates all the buying in the district.

- Working with warehousing and accounting, plans, organizes, and coordinates the conducting of physical inventory for the District's fixed assets.
- Studies information and document flow through the Purchasing department. Suggests improvements that expedite decisions and purchasing activity.
- Coordinates and secures maintenance agreements for services such as but not limited to copier services.
- Maintains up-to-date knowledge of trends in purchasing and updates to the District's purchasing programs. Trains department staff in application of new procedures and techniques for purchasing.
- Participates in year-end closing procedures for assigned accounting areas (purchasing)
- Assists external auditors as requested in reviewing the District's financial records, reports and transactions as they relate to purchasing.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires specialized knowledge of purchasing, procurement, and inventory control programs, including warehousing and accounting for fixed assets.
- Requires in-depth knowledge of District organization, operations, policies, and objectives governing purchasing.
- Requires in-depth knowledge of the methods used for verifying and accounting for fixed assets and inventory levels.
- Requires knowledge of and skill at using computer-aided office productivity applications and specialized programs supporting purchasing and inventory control.
- Requires sufficient math skills to compute sums, fractions, decimals, averages, trends, and ratios.
- Requires well-developed communications skills to carry on price negotiations and convey technical concepts.
- Requires professional writing skills sufficient to prepare bid documents and specifications.
- Requires the ability to organize work and time sensitive processes for successful operation of the department.
- Requires the ability to prepare and facilitate bid documents and processes.
- Requires the ability to write contractual language.
- Requires the ability to evaluate and compare price and specifications for goods and services.
- Requires the ability to inspect, identify, describe, and account for inventory levels and fixed assets.
- Requires the ability to negotiate prices, delivery, and warranties that benefit the District.
- Familiar with the State Accounting Manual as it relates to SACS coding.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time, to utilize microcomputers 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 Bachelor's degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field plus 4 years of increasingly responsible purchasing, materials management, and distribution experience in a multi-site educational institution or similar public service agency.
- APICS certification is desirable and may substitute for some higher education.

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.