

PLEASANTON UNIFIED SCHOOL DISTRICT

Job Description

<b>Title:</b>	Purchasing Specialist II	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Fiscal Services/Purchasing	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	12/16/2021	<b>Current Salary Grade:</b>	26
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, perform independent, highly complex, and advanced technical duties in the acquisition of District supplies, equipment, and services; research, obtain price quotations and order items in accordance with District policies and procedures, California Education Code, and other government codes; Analyze and adjust purchases and back orders; perform various recordkeeping duties; and provide training with software and procedures to purchase items; and provide guidance and recommendations to the assigned Administrator.

**ESSENTIAL FUNCTIONS:**

- Perform independent, technical, and complex evaluations of quotes and proposals in the purchase of District supplies, equipment, and services.
- Analyze, adjust and process purchase requisitions in accordance with District policies and procedures.
- Analyze and ensure necessary and accurate requisition documentation pertaining to Service and Labor contracts, Certificates of Insurance, Data Privacy contracts, Facilities Project forms, and District guidelines.
- Review for compliance with established standards and regulations.
- Maintain accurate records and audit trail and comply with District policies and other regulatory requirements.
- Compare and evaluate multiple quotes from vendors to obtain lowest prices: Analyze for accuracy of the information provided by the vendor to match the products, quantities, unit measurements of the items requested.
- Present to management and other departments compiled multiple quotes on spreadsheets with detailed information for analysis and review as needed.
- Negotiates the acquisition of supplies, materials, equipment, and services.
- Provide essential training and assistance to staff on relevant software, contracts, forms and various District requirements.
- Provide relevant procurement recommendations to staff.
- Communicate with vendors to exchange data and information; obtain quotations and specifications; resolve discrepancies; correct errors; and clarify issues related to purchase orders and deliveries.
- Communicate with District personnel in order to obtain necessary and accurate information to complete documentation, including contracts, Certificates of Insurance, Facilities Project forms and recommendations of Technology and Curriculum departments for processing purchase orders.
- Maintain a vendor list for bid opportunities and assists with prequalification and bid process.
- Ensure accurate information for tax purposes
- Prepare and maintain standard purchase and supply lists and warehouse stock catalogs in order to support Purchasing and Warehouse functions.
- Prepare and issue multiple open purchase orders at the beginning of each fiscal year.

- Maintain knowledge of District account code structures.
- Enter purchase order change orders in accordance with District policies and procedures.
- Assist sites/departments with bulk mailing and other carrier guidelines.
- Ensure regular maintenance of postage machines.
- Assist department head with administration of procurement card systems.
- Provide a wide variety of written documentation, including regulations, procedures and guidelines; ensure compliance with financial, legal and/or administrative requirements.
- Perform general office duties.
- Maintain and enter additions and deletions in the fixed asset database in order to ensure accuracy and audit compliance.
- Support the assigned administrator and provide assistance with their administrative functions.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of their job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Mathematical concepts of percentages and ratios.
- Practical problem-solving techniques.
- Current laws, codes, regulations, District and department practices and procedures related to purchasing.
- Basic accounting principles.
- Record-keeping and report preparation of various purchases.
- Data control procedures and data entry of asset information.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Schedule activities.
- Gather, collate, and/or classify data routinely.
- Analyze and manage a variety of detailed information and data. Operate equipment using standardized methods
- Work with a variety of detailed information and data.
- Problem solve to identify issues and create action plans.
- Problem solve with data to independently interpret guidelines
- Operate a variety of job-related equipment including computer, printer, scanner, mail machine, folder inserter.
- Adapt to fast pace and changing work priorities.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Use pertinent software applications.
- Prepare and maintain accurate files, lists, records and reports.
- Process and analyze requisitions accurately.
- Perform general procurement procedures.
- Read technical information.
- Compose a variety of documents.
- Facilitate group discussions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Develop spreadsheets and generate a variety of computerized lists and reports.
- Maintain a variety of procurement information and records.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High School diploma or equivalent

Experience: Three years of Job related experience

Required licenses, certificates, continuing education, training and other requirements:

- N/A

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Indoor/office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling,
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- N/A

**OTHER:**

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint and Background Clearance.
- State Mandated Training
- TB Clearance

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*