

TECHNOLOGY PURCHASING SPECIALIST

Classification: Technology

Location: Technology Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position serves as the department and district's purchasing representative for hardware, software, and peripherals.

Part II: Supervision and Controls over the Work:

Works under the supervision of the Executive Director of Technology. Work is controlled and/or guided by state statute and state administrative code, district policies and procedures, established technology standards, and directions and expectations as established by the administrator. Is expected to be generally knowledgeable of technology equipment and characteristics seeking the guidance and assistance of technology specialist as appropriate for new and emerging technologies and more complex performance and compatibility issues.

Part III: Major Duties and Responsibilities:

1. Provide input and guidance to school and district staff regarding technology purchases. Advises staff on equipment availability, performance characteristics relative to staff need, and hardware/software compatibility.
2. Maintains knowledge of, and may participate in, the establishment of technology standards to guide technology acquisition.
3. Coordinates district technology acquisition and disposition for all district schools and departments. Receives technology acquisition orders and facilitates budget code transfers with district departments and schools. Assist in the preparation and posting of request for quotes/proposals, identification of vendors, and evaluation of quotes. Assist in assembling materials and preparing them for bid review and award.

4. Communicates with vendors to resolve questions and issues relating to bids, proposals, and acquisition questions. Assists project managers and staff in coordinating delivery, storage, and installation dates and support.
5. Works with vendors for information concerning product, price, reliability/quality, availability, best life cycle consideration and delivery date. Negotiates prices and terms with vendors according to state and federal procurement laws.
6. Obtains documents to prepare evaluation of services with software purchasing, including; contracts, quotes, terms of use, and Data Privacy Agreements for evaluation by the Director and team.
7. Determines best shipping route/ destination and coordinates deliveries with other district personnel (warehouse, direct to school), need for liftgate trucks, storage availability and project planning based on project team needs.
8. Record and compile various types of data (financial, inventory, printing, communication devices, and purchase orders), manually and/or by computer; create various reports on a regular basis.
9. Establish systems and procedures to track purchases and deliveries. Track and initiate action on software licenses and renewals.
10. May compose materials, to include reports, correspondence, announcements, notices, memorandums, and other materials from verbal direction or from written draft, proof material for accuracy of format, grammar, typing and compliance with procedural instructions.
11. Confirms deliveries and purchase order receipts; prepares and forwards supporting documents to the business office for processing. Performs and or coordinates asset management identification and tagging, data entry and recording on all new inventory. Assist in maintaining an accurate inventory of technology equipment.
12. May assist with planning and coordinating employee training on newly acquired technology.
13. Department Budget and Administration. Assist director in budget planning and development, manages and tracks department budget and expenditures, and related records such as purchasing and travel, and credit card use. Maintains office inventory records and supply orders, prepares requisitions, checks in supplies and materials, and arranges for purchase order payment. Collects, assembles, and maintains documentation on office production and workload data as required.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

- Completion of a post-secondary degree preferably in a business-related field. At the discretion of the District, highly related and comparable experience in excess of that required below may be substituted for all or part of the two years of college/university education.
- Five (5) years of progressively responsible office experience involving independence of action and decision-making responsibilities. For positions involving fiscal and/or bookkeeping responsibilities, the experience must include accounting and bookkeeping procedures. Related education above the high school level may be substituted for experience at the District's discretion.
- Experience which demonstrates excellent customer service abilities, interpersonal skills, team player attitude, and the ability to manage situations.
- Experience which demonstrates excellent problem solving, analytical, and conflict resolution skills and ability to think quickly.
- Experience which demonstrates a high level of attention to, and management of, detailed information.
- Experience which demonstrates strong organizational skills and the ability to meet deadlines.
- Experience which demonstrates excellent written communication skills and which demonstrates the ability to compose and proof correspondence.
- Working knowledge and demonstrated experience with software applications related to communication, finance, and bookkeeping. Ability to operate office machines/equipment, to include-computer, multi-functional printer and fax machine.
- Ability to interpret written/oral directives and to apply district rules, regulations, procedures, and policies.
- Demonstrated ability to understand, recognize, and protect highly confidential information.
- Ability to build collaborative relationships with the public, vendors, business and community groups, as well as building and district administrators and staff.

Part V: Desired Qualifications:

Bachelor's Degree in business and technology related fields of study.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.