

PURCHASING SPECIALIST LEAD

Classification: Purchasing Specialist Lead

Location: Administrative – Central Office

Reports to: District Administrator FLSA

Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to this position may or may not perform all of the essential functions indicated.

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:

Under limited direction, perform difficult and complex technical duties related to the purchase of services, supplies, and equipment in accordance with established policies and regulations.

Part II: Supervision and Controls over the Work:

Work under the supervision of a District office administrator(s). Work is controlled and/or guided by State statute and State administrative code, professional practice, District policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities:

1. Assures District compliance with public purchasing rules. Provides guidance to all District staff regarding procurement policies, legal requirements, procedures, resolutions, and options.
2. Oversees bid/quote/proposal process for services, supplies, and construction; assists schools, departments, or consultants in the development of specifications; prepares solicitation documents and oversees the solicitation process. Performs all solicitation activities including but not limited to: attending/conducting pre-bid/proposal conferences; initiating bid openings; drafting/preparing formal and informal bid/proposal packages; and checking bid/RFP submissions for responsiveness.
3. Maintains central filing for all District contracts in accordance with District policies and State regulations.
4. Endeavors to obtain the best possible price, considering all factors, for needed materials, supplies, and equipment; makes price and quality comparisons and negotiates with vendors and suppliers; locates hard to find items.

5. Resolves problems and issues arising from purchase of services, supplies, and construction with internal and external parties.
 6. Assists in the development of district policies and procedures governing the purchasing program. Provides guidance and training as needed to other purchasing specialist(s).
 7. Procure supplies and services through all methods of source selection. Conduct all complex District purchases, such as construction, multi-award, and multi-step procurements.
 8. Prepares and finalizes contracts for services, supplies, and construction. Obtains resolution of issues regarding contract disputes and formal protests per District policy and procedure. Processes bonds, and reviews and retains prevailing wage certifications and compliance.
 9. Prepares School Board approval notices for: awarding formal procurement contracts; advance authorization of contracts; and NCSD Procurement Rules and Resolutions.
 10. Conducts solicitations for capital improvements, construction projects, and professional services. Coordinates work with program and project managers, capital improvement administrators, engineers, consultants and architects.
 11. Review and approve requisitions within authority.
 12. Assist the Director of Business Operations as required.
 13. Provides backup support to other staff in case of absence or work overload.
- Performs other related duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Knowledge of modern purchasing methods, procedures, and specification preparation.
- Knowledge of sources of purchasing information.
- Working knowledge and demonstrated experience with email and Microsoft Office programs, including Word and Excel.
- Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Possess a high school degree or comparable equivalent.
- Possess a valid driver's license.

- Possess a Bachelor's Degree in Business or a related field or five (5) years of non-clerical purchasing experience or a combination of both which demonstrates the ability to perform at a professional level within the field of purchasing.
- Relevant skills and substance of work experience will be considered in determining applicant qualifications.
- Thirty (30) semester credits or forty-five (45) quarter credits from a post-secondary institution at an accredited university, college, community college, or business school may be substituted one-for-one for the years of related experience.
- Experience that demonstrates excellent customer service abilities, interpersonal skills, team player attitude, and the ability to manage situations.
- Experience that demonstrates excellent problem solving, analytical, and conflict resolution skills and ability to think quickly.
- Experience that demonstrates a high level of attention to, and management of, detailed information.
- Experience that demonstrates strong organizational skills and the ability to meet deadlines.
- Experience that demonstrates excellent written communication skills and which demonstrates the ability to compose and proof correspondence.
- Knowledge and skill in writing, developing, and preparing formal and informal solicitation packages with contractual language necessary for multiple types of procurement documents.
- Knowledge of and the ability to research Oregon Revised Statutes, Public Contracting Code, and Federal regulations when applicable.
- 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 effectively communicate with and appreciate individuals from diverse, socio-economic backgrounds.
- Ability to operate office machines/equipment, to include computer, multi-functional printer and fax machine.
- Ability to interact effectively with the public, business and community groups, as well as building and District administrators and staff, personally and through electronic communications, in a warm and confident manner using tact, courtesy, and good judgment.

Part V: Desired Qualifications:

- Experience purchasing for a public entity; purchasing certification preferred

- Experience with ORPIN
- Bilingual and/or bicultural skills

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 may occasionally lift and/or move 25 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.