

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description - Proposed

Title:	Purchasing Specialist I	Reports to:	Program Administrator/Supervisor
Job Category:	Fiscal Services/Purchasing	Classification Unit:	Classified
Board Approval:	12/16/2021	Current Salary Grade:	23
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform independent, complex, and technical duties in the acquisition of District supplies, equipment, and services; research and obtain price quotations in accordance with District policies and procedures, California Education Code, and other government codes; expedite purchases and back orders; perform various recordkeeping duties; 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.
- Review and process purchase requisitions in accordance with District policies and procedures.
- Review for compliance with established standards and regulations.
- Maintain accurate records and audit trail and comply with District policies and other regulatory requirements.
- 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 information to complete documentation, including executed contracts, for processing purchase orders.
- Maintain a vendor list for bid opportunities and assists with prequalification and bid process, and posting of Bids on District website.
- Input information for new vendors and update information for current vendors.
- 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.
- Review and process stock requisitions in accordance with District policies and procedures.
- Prepare and issue multiple open purchase orders at the beginning of each fiscal year.
- Communicate with vendors regarding purchasing policies and procedures.
- Maintain knowledge of District account code structures.
- Enter purchase order change orders in accordance with District policies and procedures.
- Meter all outgoing mail from school sites and the District office as needed.
- Track usage by department, provide reports, and maintain adequate funds on mail machine.
- Assist sites/departments with bulk mailing and other mail processes.
- 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.
- Post Student Data Privacy Agreements on the California Student Privacy Alliance website.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

Knowledge of:

- Algebra and/or geometry concepts.
- Practical problem-solving techniques.
- Purchasing principles.
- Basic accounting principles.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Schedule activities.
- Gather, collate, and/or classify data routinely.
- Work with data utilizing defined, but different processes
- 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 records.
- 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.

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

Education: High School diploma or equivalent

Experience: 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:

- Pre-employment Test

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.