



Job Description

POSITION CODE: 497
Classified Group: CSEA
Salary Range: 35
Work Days: 261
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POSITION TITLE: Procurement Specialist (Construction/Bond Program)

DEFINITION: Under general supervision, responsible for the procurement of goods and services to meet the needs of the district in accordance with applicable laws, regulations, and District policies for both public works projects and general procurement; maintains vendor relations and analyzes product sources, quality, price, and availability.

DIRECTLY RESPONSIBLE TO: Business Operations Supervisor, Facilities, Maintenance and Transportation

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Adheres to and ensures compliance with policies and procedures set forth by the California Uniform Construction Cost Accounting Act (Public Contract Code Section 22000).
2. Purchases supplies, equipment, and services per specifications of district or departmental projects in accordance with established district policies.
3. Reviews bids and price quotes received to ensure vendor compliance with bid requirements and restrictions.
4. Obtains pricing via telephone, letter, quotation, bid, and/or request for proposal (RFP) processes.
5. May review pricing, conditions of delivery, etc. with vendors as necessary or appropriate.
6. Contacts vendors to resolve issues, discrepancies, or errors pertaining to purchase orders made.
7. Communicates with vendors regarding current/updated prices, shipping and delivery information, new merchandise availability, and to determine new sources of supply.
8. Reviews applicable procurement method based upon project scope.
9. Reviews required documentation received for agreement to purchasing requirements for accuracy and completeness in accordance with applicable state laws, regulations, and codes.
10. Investigates complaints regarding damaged or substandard materials and prepares appropriate forms to return unsatisfactory items.
11. Enters fixed-asset information into district financial system.
12. May perform year-end accounting procedures in accordance with GASB (Governmental Accounting Standards Board) accounting principles.
13. Performs budget review of object codes and checks appropriate signature(s) for approvals.
14. Coordinates legal approval of contracts (i.e. piggybacks, leases, etc.).
15. Prepares and maintains a variety of logs, records, files, etc., relating to district purchasing, purchase orders, and requisitions.
16. Compiles bid recaps and other related documentation in preparation for submittal for periodic Board of Education reports.
17. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of three years general or public works purchasing and/or buyer experience preferred; relevant training, experience, or education from an accredited college or university may be substituted for the required experience.

Licenses and Certificates:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Must comply with Conflict of Interest Financial Disclosure laws annually

Knowledge, Skills, and Abilities:

- Knowledge and skill in use of computers and assorted software programs
- Knowledge of public works terminology found within Labor Code Section 1720
- Knowledge of purchasing principles, procedures, codes, and terminology set forth by the California Uniform Construction Cost Accounting Act
- Knowledge of alternative construction project delivery methods commonly used by school districts and applicable legislative guidance
- Knowledge of the methods of invoicing, including discounts and taxes
- Knowledge of sources of supplies, commodity markets, and marketing processes
- Knowledge of federal and/or state laws, rules, and regulations affecting the purchasing operation of the district
- Knowledge of GASB accounting principles
- Ability to develop and maintain records and files of transactions
- Ability to work effectively with all levels of district staff and external vendors
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with all levels of district staff and vendors
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to operate a ten-key calculator and standard office machines
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office work environment
- Moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Operate office equipment requiring repetitive hand movement and fine coordination
- Inspect and detect defects or malfunctions of purchased items

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 2/13/2018
Adopted: 4/12/1983
Revised: 3/17/1995 (License Only)
Revised: 2/14/2006 (Lead Buyer added)
Revised: 1/16/2018 (Title updated: Procurement Specialist)