



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: PURCHASING AGENT
REPORTS TO: Capital Facilities Fiscal & Purchasing Manager **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 257 – Classified Schedule

APPROVED BY THE BOARD OF TRUSTEES: May 9, 2019

JOB SUMMARY:

The Purchasing Agent is responsible for procurement functions, logistics and mail processes for San Mateo Union High School District. With delegated procurement authority, this position authorizes expenditures, negotiates and completes contracts and approves reimbursement. Work is performed consistent with the State of California and Federal regulations. This position expedites orders and troubleshoots related problems, prepares bid specifications, documents and contracts. The incumbent will use best practices and principles in all aspects of purchasing, including contract management and negotiating for competitive pricing. Perform other related duties as assigned.

CHARACTERISTIC RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Oversee procurement, logistics functions while ensuring compliance with the District policy, state, local and Federal regulations.
- Champion best practice for procurement, overseeing reports, analyzing current practices and predicting trends.
- Authorize expenditures, negotiate and complete contracts and approve reimbursements while ensuring that all required goods, services and equipment are obtained in the most cost effective and timely manner. Resolve disputes and assist with interpretation of procurement related legal issues.
- Assist in developing and implementing goals, policies, procedures and work standards for purchasing and provide policy training to District staff; monitor developments related to purchasing matters to support ongoing quality improvement initiatives.
- Develop lists of vendors and supply sources. Update, maintain and review vendor files for valid tax information, eliminate duplicate records, and merge files when appropriate; update, maintain and review vendor data base.
- Develop and issue Request for Quotes, Request for Proposal, personal and client service contracts, procurement contracts and purchase orders. Coordinate with administrators or authorized personnel to ensure that incentive discounts are received.
- Prepare legal advertisements, provide bid packages to interested vendors, analyze bids received and recommend award.
- Work with the Accounts Payable Department ensuring proper payment of purchases. Develop strong relationships with users and review deviations from normal procedures.
- Oversee service contracts such as copier maintenance agreements and programs for credit cards to ensure contracted services comply with contract requirements; evaluate and review contracts on a continuing basis to ensure financial and functional requirements are met.
- Evaluate the effect of procurement activity and the impact it may have on instruction, student and administrative requirements as well as on existing union contracts all while ensuring compliance with all labor, public works, prevailing wage and consumer price index requirements.
- Develop purchasing procedures from securing quotes to closing orders.

- Oversee sale of District surplus and obsolete supplies and equipment.
- Ensure public purchasing practices are followed, including competitive bidding procedures.
- Maintain ongoing knowledge of applicable laws and regulations including the Public Contract Codes and Educational Codes to assure procurement function is performed within these limits and must demonstrate personal and professional integrity and ethical conduct.
- Develop and implement procurement quality assurance systems and programs for procurement.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures providing metrics.
- Serve as subject matter expert and security gateway for the procurement and physical inventory modules.
- Train, schedule, evaluate and recommend selection and disciplinary purchasing logistic.
- Develop and maintain quality suppliers and discuss any material and equipment needs with sites and departments.
- Act as a liaison with other State agencies on procurement issues. Regularly attend proper Purchasing association meetings to keep current on industry standards.
- Validate budgets.
- Coordinate moves.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Incumbent must be able to perform essential functions above with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- Bachelor’s degree in Business Administration, Public Administration, Accounting or a related field plus Certified Purchasing Manager (CPM).
- Five years related experience.
- Knowledge of municipal purchasing laws and regulations.

KNOWLEDGE OF/EXPERIENCED WITH:

- Exercise sound judgement with procedural and policy guidelines.
- Provide customer service.
- Ability to take initiative to complete duties proactively and work under varying deadlines.
- Ability to analyze systems and make recommendations.
- Ability to analyze contracts/operations and develop monitoring programs to support ongoing quality improvement initiatives.
- Knowledge of budgets and financial systems and management practices.
- Excellent communication skills both orally and in writing.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.