

SCHOOL DISTRICT OF DESOTO COUNTY

PURCHASING SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years of successful experience in bookkeeping and/or the maintenance of fiscal records.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of purchasing principles and finance practices. Ability to apply purchasing principles, practices, statutes and laws. Ability to analyze quotes, bids and product specifications. Ability to work effectively with vendors and School Board personnel. Proficiency in the use of computers and related software in support of job functions. Knowledge of School Board policies and state regulations related to the purchasing function. Ability to store and file correspondence in an organized manner. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Assistant Director of Business, Executive Director of Business Services

JOB GOAL

To assist in the timely economic procurement of commodities and services required by schools and divisions in accordance with federal, state and district rules and regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Prepare bids and requisitions in accordance with local policies and state regulations.
- *(2) Assign new fixed asset numbers and coordinate annual inventory.
- *(3) Request and maintain insurance coverage for buses and school vehicles.
- *(4) Review and evaluate commodity requisitions to ensure timely purchase.
- *(5) Maintain contact with vendors to ensure performance and follow-up on alleged discrepancies and nonperformance.
- *(6) Initiate contacts with vendors and prospective vendors, maintain vendor bid lists, and adjust complaints.
- *(7) Maintain online posting for solicitation documentation.
- *(8) Maintain solicitation files.

PURCHASING SPECIALIST (Continued)

- * (9) Gather data related to bids and purchases.
- * (10) Assist with the bid evaluation process.
- * (11) Assist with vendor sourcing for non-bid items.
- * (12) Process district utility and insurance invoices.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (16) Ensure adherence to good safety standards.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Model and maintain high ethical standards.
- * (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (21) Exercise service orientation when working with others.
- * (22) Keep supervisor informed of potential problems or unusual events.
- * (23) Use effective, positive interpersonal communication skills.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Serve on school/district committees as required or appropriate.
- * (26) Serve as liaison between district supervisor and vendors.

System Support

- * (27) Exhibit interpersonal skills to work as an effective team member.
- * (28) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (29) Demonstrate support for the school district and its goals and priorities.
- * (30) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (32) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **E06**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.