



JOB DESCRIPTION

Purchasing Specialist



Reports to:	Executive Director Fiscal Services	Employment Group / Salary Range:	CSEA Range R
Dept:	Fiscal Services	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	7/05/23 9/11/23

PRIMARY FUNCTIONS

Under general supervision, performs a variety of technical duties in the purchase of supplies, equipment, materials and services for the District; reviews and prioritizes requisitions; obtains price quotes; researches and recommends vendors; awards purchase orders; assists in maintaining physical inventories; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Receives and responds to purchase requests for goods and services; confers with requesters to ensure clear, concise, comprehensive and accurate product and service descriptions for inclusion in specifications, scope-of-work statements, purchase orders and contracts/agreements.
- Reviews and processes purchase requisitions ensuring accuracy and compliance with applicable requirements; determines buying method, confirming sole source validity while complying with applicable District purchasing procedures and standards.
- Prepares requisitions, specifications, solicitations and quotations for the acquisition of major purchases of goods and services; prepares formal and informal bids, purchase orders and other procurement documents; participates in bid opening and evaluation process; coordinates purchasing and contracting processes with District management as needed.
- Obtains and reviews quotes to determine the most economical buying practices; places orders and ensures purchasing activities comply with all District rules and regulations.
- Performs market research when necessary and contacts suppliers and contractors to obtain information and quotations on price, terms and delivery schedules.
- Performs price and cost analyses and assesses the quality and suitability of supplies, materials and equipment and the suppliers' capabilities to meet product and delivery needs.
- Maintains contact with selected vendors; coordinates demonstrations of new vendor materials, products and services.

- Maintains contact with various District departments and staff; ensures items or special needs requested are accurately identified and ordered; trains District staff on purchasing and contracting requirements, policies, processes and procedures.
- Maintain and manage a physical asset inventory system; accurately identifies purchased items, tracks previously inventoried assets, and identifies items no longer needed as surplus capital outlay.
- Manage a delivery system for supplies, materials and equipment to all sites and departments.
- Maintains a variety of computerized records and files related to the District's purchasing functions; creates and maintains vendor files.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an associate degree program with coursework in accounting, finance or business and two years of progressively responsible experience in purchasing, accounts payable, inventory control or accounting support; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Forklift Certification for classifications I, II, III, IV

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, methods and techniques of public agency purchasing, including specification development, competitive bidding and contracting procedures.
- District purchasing and contracting policies and procedures and other state and federal laws and regulations governing areas of responsibility (e.g., public contracts, government and education codes, Title 5, GASB requirements).
- Typical sources and types of equipment, products, commodities and services used by a K-12 school district.
- Financial records management, recordkeeping and filing.

Skills and Abilities to:

- Analyze specific purchasing needs, evaluate alternatives, apply policy and legal requirements and develop sound, fact-based courses of action.
- Interpret and explain purchasing policies and procedures.
- Negotiate effectively on behalf of the District with vendors, suppliers and contractors.

- Maintain accurate purchasing and accounting records.
- Identify appropriate vendors and service providers to meet District needs and requirements.
- Present District product and service needs and recommendations clearly and logically, orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software including purchasing and accounting software and systems.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office and/or warehouse conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed