

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PURCHASING SERVICES LEAD

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, plan, organize and lead purchasing, warehouse, publications, facilities and business functions to meet the needs of the District; serve as lead and perform specialized clerical work; review and process requisitions; prepare bids and purchase order forms; price and order supplies and equipment.

REPRESENTATIVE DUTIES:

1. Organize and lead the purchasing function including developing and implementing policies and procedures; oversee personnel and prepare required reports.
2. Perform specialized and technical duties which incorporate purchasing, warehouse, publications, facilities and business functions; responsible for preparation of specifications for bids and contracts; inventory control, ordering of supplies, instructional materials and equipment.
3. Operate the buying process including review of requests, preparation of bids and quotes, comply with legal requirements for advertised bids, locate and review sources of supply and analyze bids for compliance and content.
4. Ensure that goods and services are purchased at the best price for the best service.
5. Provide technical advice to departments including evaluating services related to various programs, and interpret organizational policy in regards to the purchasing process.
6. Prepare bid documents as required by California State Education and Government Codes; establish District policies and standard business practices for formal bidding; advertise bids and proposals as requested; attend bid openings
7. Confer with schools and departments to determine purchasing needs; coordinate repair and maintenance of equipment throughout the District.
8. Establish and maintain positive public and professional relationships through the following methods:
 - Interview vendor representatives
 - Advise vendors of organizational policies and procedures
 - Participate in professional organizations
 - Maintain ethical business practices
 - Continue education through seminars and conferences
9. Keep abreast of current and long-range markets and trends and probable market trends.
10. Maintain good relationships with vendors and school district personnel.
11. Maintain vendor files.
12. Assist with the maintenance and record of District fixed assets.
13. Perform other job- related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices and procedures of purchasing and good customer relations
- Source of supplies, commodity markets, marketing practices

- Commodity pricing methods and discounts
- Comprehensive understanding of the operation of schools and school districts
- Understanding of the interrelationship between the schools, the District and the community
- Applicable sections of State Education Code and other applicable laws
- Methods and procedures used in the purchasing of school district supplies and equipment
- Inventory and financial record-keeping procedures
- State Account Code System
- Computer skills
- Telephone techniques and etiquette
- District organization, operations, policies and objectives
- Oral and written communications skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices and procedures
- Record-keeping techniques
- Interpersonal relations skills using tact, patience and courtesy
- Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools

ABILITY TO:

- Learn, interpret, apply and explain County and State regulations, laws and rules and regulations affecting school district purchasing operations
- Prepare clear specifications in accordance with established procedures and formats
- Read, understand, interpret and apply complex written information
- Plan, design, organize and coordinate work and projects involving a multiplicity of components
- Purchase a variety of equipment, supplies and services according to established procedures and guidelines
- Type at 50 words net per minute from clear copy
- Operate a variety of office machines including calculator, computer terminal and printer, typewriter and copier
- Work confidentially with discretion
- Understand and carry out instructions effectively both orally and in writing
- Make arithmetic calculations quickly and accurately
- Plan and organize work
- Train and provide work direction to others
- Maintain records and prepare reports
- Maintain account codes
- Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.
- Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

- High School Diploma, GED, or certificate of completion
- A Bachelor's Degree in business-related subject desired
- Four years of increasingly responsible experience in a business office including two years of purchasing experience.

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, push up to 25 lbs.; drive to attend meetings; exposed to dust and moving vehicles due to work site having delivery vehicles and busses entering/exiting throughout the day; typical office environment subject to tight deadlines and working in difficult interpersonal situations

SALARY RANGE: 80

ADOPTED BY PERSONNEL COMMISSION: February 5, 2025

ADOPTED BY BOARD OF EDUCATION: March 11, 2025