

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PURCHASING SPECIALIST

POSITION: Purchasing Specialist

REPORTS TO: Procurement Coordinator

LOCATION: Department of Fiscal Services

NATURE OF WORK:

The Purchasing Specialist is responsible for supporting operations of the purchasing office within the Department of Fiscal Services. Under direction of the Procurement Coordinator, performs a variety of complex fiscal and purchasing-related tasks and applies accepted policies and/or procedures to the preparation of purchase orders and the maintenance of purchasing records. Monitors purchasing activities in order to ensure compliance with existing policies and to identify opportunities for cost savings. Works closely with vendors and St. Mary's County Public Schools staff to facilitate the purchase of supplies, equipment, and services according to established procedures.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, vendors, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Physically able to lift light weight for filing and related purposes
- Knowledge of e-Maryland Marketplace, and state and local purchasing/procurement guidelines
- Possess proficient knowledge in the use of office technology and procedures including Microsoft Word, Excel, PowerPoint, and purchasing software

DUTIES AND RESPONSIBILITIES:

- Reviews requisitions for accuracy, completeness, and compliance with accepted policies and procedures
- Processes routine and emergency requisitions resulting from bids and price quotes to order supplies, equipment and services for the school system
- Drafts specifications for various materials and supplies
- Conducts independent research and locates supplies, materials and equipment for staff, as requested
- Obtains price quotes from vendors

- Manages inventory and its public sales and reconciliation, to include use and management of our account with GovDeals
- Provides technical leadership in planning, coordinating and controlling the central purchasing activities for the school system
- Ensures system compliance with Board of Education of St. Mary's County purchasing policies and regulations
- Assists the Procurement Coordinator in the management and maintenance of the eFinance procurement workflow system
- Analyzes commodities purchased and provides cost saving suggestions based on product knowledge
- Prepares purchase order requisitions for authorized signatures
- Ensures that authorized approval is received on all purchases
- Processes purchase orders with accuracy and efficiency, confirming that it is within the available budget
- Performs frequent financial report queries within eFinance and complex analysis to mitigate non-compliance with procurement policies and regulations
- Communicates with vendors for quotes, product information, and pricing
- Assists in managing the oversight of work conducted by temporary clerical staff to include Finance Academy Interns
- Responds to inquiries from internal and external sources regarding purchasing procedures and transactions
- Assists with the tracking of vendor spending to reconcile with contract documents
- Assists with all bid openings, prepares bid tabulations, and ensures accuracy of supporting documents for recommendation of award of contracts
- Researches and analyzes vendor and commodities trends
- Trains St. Mary's County Public Schools staff in use of the Purchasing functions within the eFinance system
- Reviews existing contracts for adherence to pricing
- Assists in the analysis and tracking of purchasing thresholds to policy and regulations
- Understands and provides training of basic accounting and budgetary expenditure reporting
- Maintains detailed and complex electronic filing system, producing audit documentation immediately upon request
- Researches and locates supplies, materials, and equipment for staff as requested
- Submits advertisements and bid documents with e-Maryland Marketplace
- Assists with inventory and its public sales and reconciliation to include use and management of our account with GovDeals
- Participates in committee meetings to develop procurement plans, as needed
- Performs maintenance functions on our vendor database
- Light lifting for purposes of filing and related duties
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree OR three (3) years of experience in purchasing, accounting, or bookkeeping
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Associate degree in accounting or business

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025