

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Purchasing Agent

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

A two-year degree with major in business administration or a business related field. Desirable—four years of experience in purchasing including exposure to warehousing and/or material control functions. Two years of responsible experience may be substituted for one year of college level training.

Certificate/License Requirement:

Valid California Driver's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the direction of the Finance and Budget Manager, plans, organizes and directs the District's purchasing services.

SPECIFIC RESPONSIBILITIES

1. Manages the District's purchasing and procurement process.
2. Identifies reliable and economical sources of supply.
3. Approves requisitions for goods and services as needed throughout the District.
4. Manages the competitive bidding procedure to meet District and State requirements.
5. Negotiates and manages contract for goods and services.
6. Processes the requisitions received from users throughout the District to ensure that the District receives maximum value for the money spent by meeting District standards, health and safety requirements, and considering the lowest life cycle cost.
7. Trains and assists District staff as required.
8. Performs other related duties as required.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Principles and practices of purchasing and material control in a large organization, preferably in a school district or similar governmental institution;
- techniques of modern business management as well as the principles of training and supervision;
- provisions of law governing purchasing activities in a public school district.

Ability to:

- Effectively manage the organizational unit within the scope of the position's responsibility;
- motivate, train , supervise and assist with evaluating staff;
- analyze complex data, draw sound conclusions and formulate effective recommendations based upon judgment;
- prepare clear, concise and accurate written reports;
- establish and maintain effective working relationships.