

### Purchasing Specialist

#### Purpose Statement

The job of Purchasing Specialist is done for the purpose of providing support to department activities with specific responsibility for the developing and updating procurement methods and initiating bidding process; monitoring inventory; procuring assigned product lines; identifying products which will enhance efficiency, effectiveness and safety of district purchasing processes; resolving complaints and improving customer service; and providing documentation for audit trail.

This job reports to Assigned Supervisor

#### Essential Functions

- Purchases supplies and services for the purpose of supporting District operations in compliance with established policies and regulatory guidelines.
- Assists staff and/or vendors for the purpose of providing information and facilitating purchasing processes in accordance with established policies and guidelines.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Coordinates with Warehouse and Business Office for the purpose of ensuring essential activities are completed and timelines are followed.
- Coordinates purchasing communication with all District sites for the purpose of ensuring timely receipt and quality of goods and services for site requests in compliance with established policies and regulations.
- Implements purchasing processes for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Manages a variety of purchasing processes for the purpose of finalizing and reconciling purchases processes in accordance with established procedures.
- Provides assistance to auditors for the purpose of providing necessary documentation for completion of audit.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform purchasing functions.
- Supports E-waste administration for the purpose of updating and distributing information, authorizing for action and/or complying with established E-Waste inventory processing.
- Prepares Annual Fixed Asset Inventory records for District sites and departments for the purpose of accurately updating and maintaining District inventory.
- Provides a variety of advanced, complex clerical duties, checking accuracy of requisitions and invoices, for the purpose of ensuring optimal departmental operation.
- Responds to inquiries from a variety of sources for the purpose of providing information and/or referral for addressing inquiry.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; analyzing data; applying assessment instruments; classifying data and/or information; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; basic purchasing policies, practices and terminology; E-commerce implementation; inventory management; pertinent codes, policies, regulations and/or laws; quantity buying techniques; vendor requirements; business telephone etiquette; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to state purchasing guidelines; maintaining confidentiality; making correct mathematical calculations; working as a member of a team; implementing a variety of advanced, complex administrative processes; training others; solving problems; working with detailed information/data; providing accuracy and attention to detail; adapting to changing work priorities; dealing with frequent interruptions; displaying tact and courtesy; meeting deadlines and schedules; and organizing tasks.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Three years of responsible clerical experience, including at least one year in a purchasing office or similarly qualifying experience.

**Education (Minimum):** High school diploma or equivalent. Some college level coursework preferred.

**Required Testing**

None Required

**Certificates and Licenses**

None Required

**Continuing Educ. / Training**

Maintain Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

**Salary Grade**

Range 20