

PURCHASING SPECIALIST

DEFINITION

Under general supervision, to assist in the purchase of school supplies and equipment in accordance with established procedures, to perform bid list accounting, inventory control and other specialized clerical work in the Purchasing Dept., and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position is involved with the complete purchasing cycle of a wide variety of supplies, materials, and equipment, requiring a high degree of competence in the technical, ethical, and legal aspects of public procurement. The position is also responsible for the major accounting and inventory control functions in the Purchasing Dept.

ESSENTIAL FUNCTIONS

Prices items either by phone or written quotation; checks, calculates, and types purchase orders based on these quotations.

Performs bid list accounting functions; posts and formulates bid catalogs; develops and maintains bid mailing lists; clerical and technical purchasing procedures.

Compiles bid documents including assisting in development of bid specifications.

Recommends the purchase of items of supplies, services, and equipment with due consideration given to quality, price, and delivery.

Communicates with vendors, requisitioners and co-workers to resolve discrepancies in shipments.

May interview sales representatives.

Develops sources of supply.

Issues and monitors short form contracts.

Maintains all inventory control levels and assists warehouseman in actual inventory of all bid list item.

Maintains inventory control system for all district equipment and furniture.

May perform microfilming of certain district records.

Assists in maintenance of district office supply storeroom.

Operates standard office equipment.

QUALIFICATIONS

Knowledge of:

Purchasing procedures; financial record keeping; modern office methods and equipment; technical and legal aspects of public procurement relating to Public Contract Codes, Education Code and District Admin. Regulations.

Ability to:

Learn the requirements of the Education Code regarding purchasing; operate under established school district policies; prepare and maintain accurate and complete records and reports; perform arithmetical calculations rapidly and accurately; represent and act for the Purchasing Supervisor and Buyer in the event of their absence; work cooperatively and effectively with school district personnel and sales representatives; type at the rate of 45 words per minute from clear copy.

Experience:

Three years of office and accounting experience, with one year in public school district purchasing desirable.

Education:

Equivalent to completion of the twelfth grade.