



| JOB TITLE             | DEPARTMENT        | REPORTS TO                       |
|-----------------------|-------------------|----------------------------------|
| Purchasing Specialist | Business Services | Director of Financial Operations |

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|-----------------------------|---------------------------------------|
| <b>Position No:</b> 77687   | <b>Length of Work Year:</b> 12 Months |
| <b>Salary Schedule:</b> C23 | <b>Date Approved:</b> 8/26/97         |
| <b>FSLA:</b> Non-exempt     | <b>Date Revised:</b> 6/3/21; 7/1/21   |

| JOB GOAL  |
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| This position is the primary reviewer for all purchasing requisitions for the purchase or rental of equipment, supplies, and services. This position requires knowledge of the bidding process, procurement rules (state and local) and the red book. Additionally, responsible for securing competitively sourced bids for goods and services for end users. |

| MINIMUM QUALIFICATIONS  |
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| <ol style="list-style-type: none"> <li>1. High School diploma or equivalent, some college helpful.</li> <li>2. CPPB certification preferred</li> <li>3. A minimum of four (4) years experience in purchasing work or an equivalent combination of training and experience.</li> <li>4. Knowledge of and ability to understand public purchasing principles.</li> <li>5. Computer experience working with spreadsheets, and ERP systems.</li> <li>6. Ability to research, review, and propose contract solutions.</li> <li>7. Ability to perform the functions of the position.</li> </ol> |

| DUTIES AND RESPONSIBILITIES   |
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| <ol style="list-style-type: none"> <li>1. To review requests for purchase order reports for appropriateness, completeness and compliance with purchasing procedures and other legal requirements.</li> <li>2. To determine if the suggested vendor is appropriate for the goods or services being requested and make changes as necessary.</li> <li>3. To solicit quotations from vendors and/or competitively bid contract to procure goods and services. Including research and communication with other agencies to source contracts.</li> <li>4. To determine whether or not bids are required for the goods and services being requested; work with end users to facilitate proper purchasing procedures.</li> <li>5. To work with requesters in developing bid specifications for goods and services which they may require.</li> <li>6. To work with vendors in resolving problems which may arise from time to time.</li> <li>7. To maintain effective liaison with schools and departments to handle purchasing problems.</li> <li>8. To interview sales representatives and vendors to obtain bid quotations on specific purchases.</li> <li>9. To manage centralized district goods/service contracts for all end users..</li> <li>10. To facilitate professional services (and other contracts) on behalf of end users.</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> <li>12. To perform assigned tasks with a high standard of quality.</li> <li>13. 12. Other such duties which may be assigned by the Purchasing Agent.</li> </ol> |

| PHYSICAL DEMAND CLASS:   |
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| Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties. |