



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Vendor Specialist	Business Services	Director of Financial Operations

<b>Position No:</b> 77693	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C25	<b>Date Approved:</b> 6/9/09
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 6/26/14; 7/1/21; 6/2/22

<b>JOB GOAL</b>
This is advanced specialized clerical work including various aspects of the processing of vendor applications and requests. Supports Purchasing Specialists as a back-up for requisitions for the purchase or rental of equipment, supplies, and services. This position requires basic knowledge of the bidding process and the red book.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. CPPB certification preferred.</li> <li>3. A minimum of two (2) years of experience in clerical or purchasing work or an equivalent combination of training and experience.</li> <li>4. Knowledge of Business English and mathematical calculations.</li> <li>5. Ability to understand purchasing principles.</li> <li>6. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Creates, edits, and maintains District and internal account (SBAA) vendors.</li> <li>2. Communicates with vendors regarding District requirements (insurance, license, etc) to becoming a District approved vendor.</li> <li>3. Assists and functions as a back-up to Purchasing Specialists. Reviews requisitions for correctness, completeness, and compliance with district rules.</li> <li>4. Assists with competitive solicitation process, posts notifications, attends bid openings, and prepares/maintains solicitation files.</li> <li>5. Review all competitive solicitations for completeness and proper documents (as required within bid documents).</li> <li>6. Maintains various frequently used vendor lists for end users.</li> <li>7. Carries out a variety of routine purchasing transactions.</li> <li>8. Performs secretarial duties as appropriate.</li> <li>9. Performs other duties as assigned by the supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
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.