PURCHASING SPECIALIST

Purpose Statement

The job of Purchasing Specialist was established for the purpose/s of determining procurement methods and initiating bidding processes; procuring assigned product lines; recommending bid awards; preparing, checking, verifying and maintaining vendor records and supporting documents; providing guidance on order processing; documenting activities in accordance with district purchasing requirements and/or state/federal regulations.

This job reports to Director-Nutritional/Warehouse Services

Essential Functions

• Administers bidding process and contracts for vendor performance/compliance (e.g. prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with district and/or state regulations.

• Assists staff and vendors (e.g. ordering and purchasing procedures, available funds, etc.) for the purpose of providing information and facilitating purchasing process.

• Attends meetings as assigned (e.g. staff, vendors, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

• Compiles data from a wide variety of sources (e.g. weekly cafeteria inventory, request for proposals, bids, invoices, purchase orders, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components.

• Contacts vendors for the purpose of verifying information and/or responding to inquiries.

• Distributes purchase orders, vendor information, outstanding order log, etc. for the purpose of providing reference documents for completing purchasing process.

• Evaluates documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.

• Maintains documents, files and records (e.g. bids, purchase orders, vendor files, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.

• Monitors purchase orders, contracts, bids and budgetary expenditures; expedites delivery for the purpose of ensuring accurate allocation of funds and/or adherence to fiscal regulations.

• Prepares a variety of written materials (e.g. weekly food orders, memos, specifications, quotations, schedules, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

• Processes documents and materials (e.g. bids, incoming purchase requisitions, purchase orders, mail, etc.) for the purpose of distributing information and/or acquiring resources to support District operation in conformance with established guidelines.

• Researches a variety of items (e.g. contracts, suppliers, equipment and laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.

• Responds to inquiries for the purpose of resolving issues or referring to appropriate parties.

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 potential need to 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; and utilizing pertinent software applications.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; products and materials used in a school nutrition program; and quantity buying techniques.

Ability is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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; working with frequent interruptions; adhering to state purchasing guidelines; maintaining confidentiality; and working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job’s functions. There is some opportunity to impact the organization’s services.

Working 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience is required.

Education
High School diploma or equivalent.

Equivalency
None Specified

Required Testing
None Specified

Certificates & Licenses
None Specified

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Classified 55

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): ____________________________________________
Employee Signature: __________________________________________________________ Date: ________________