

Purchasing Specialist

Salary Scale: CST 522

Summary

Under direction of the Purchasing Agent, performs complex high level work in the activities and operations of the Purchasing Department and Warehouse. Required initiative and independent judgement in accordance with established procedures, and performs related work as required.

Examples of Duties

- Issues and monitors all interactions related to government procurement cards.
- Assists with the oversight of the Uniform Public Construction Cost Accounting Procedures and other legal processes and procedures, as well as the maintenance, preparation and submittal of reports and recordkeeping.
- Assists with reviewing requisitions for purchase of supplies, materials, and equipment.
- Assists with determining the method of procurement considering purchasing policies and the nature of the request.
- Expedites orders.
- Assists with initiating "calls-for-bids"; prepares and assembles bid packages for approval; discusses bid items with prospective bidders to gather information, as necessary, to write bid specifications.
- Prepares legal advertisements for bids and arranges for publication and mailing; receives and evaluates bids on commodity and routine items and assists with reviews of items having technical specifications.
- Prepares, from standing procedures and instructions, contract documents, purchase orders, and special documentation for bonds, insurance, etc.; ensures proper authorizations before distribution.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of procedures used in contracting for and purchase of equipment, goods, and supplies. Requires a basic knowledge of the specification development process. Requires a working knowledge of special computer-aided purchasing and purchase order systems as well as office productivity software, proprietary business software used by the District, and the internet. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires in-depth knowledge of modern office methods, practices and equipment pertinent to purchasing. Requires well-developed skill using the English language, grammar, spelling, punctuation, and proofreading/editing to prepare bid documents and professional correspondence and reports. Requires sufficient communication skills to convey technical information to other departments and vendors.

- **Abilities**

Requires the ability to perform all of the essential duties of the position effectively and efficiently with

minimal supervision. Must be able to prepare technical bid documents from established formats and instructions. Must be able to plan and prioritize work to meet schedules and timelines. Requires the ability to use a personal computer to access and enter information onto established data entry screens, format and produce computer-generated documents, and research information stored on databases or internet. Must be able to troubleshoot purchasing system problems. Must be able to learn, interpret and apply rules, policies, and procedures affecting District purchasing operations. Must be able to maintain detailed and accurate records. Must be able to communicate professionally and courteously with contacts in-and-outside of the District. Requires the ability to maintain productive and cooperative working relationships with others.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position requires a high school diploma or equivalent and college-level coursework in purchasing, materials management, or equivalent and 3 years of progressive experience in a purchasing or distribution environment that involves monitoring contracts, buying demand and commodity items for recurring use, and inventory control. Additional experience may substitute for some post-secondary education.

- **Licenses and Certificates**

Requires a valid driver's license.