



Classification Summary

Develops bid specifications, processes property and personal injury insurance coverages and claims, approves invoices for payment, and provides lead guidance to department support staff.

Distinguishing Characteristics

Distinguished by requirement to coordinate departmental activities and perform the more complex processing tasks.

Supervisory Relationships

Reports to the Purchasing and Central Services Manager. Provides technical oversight, assigns and reviews work, and prepares evaluations for other department staff and student help.

Examples of Duties

1. Prepare bid specifications for public works projects, services provided to the District, supplies, or capital purchases in conformance with governmental contract and procurement standards. This requires preparing ads for bids/proposals, assuring publication, mailing specifications to vendors, recording bids received and preparing tally sheets, assisting supervisor in bid evaluation, and notifying vendors of contract award or denial, organizing contracts by bid renewal dates and maintaining related records.
2. Prepare and process insurance claims for property damage or personal injury. Verify claim documentation and financial settlement. Maintain files for required legal duration.
3. Coordinate department activities by organizing workloads and by scheduling staff leaves of absence, vacations, and flex-time to assure consistent department operations. Answer questions and provide technical assistance to co-workers.
4. Assist in identification and disposal of unusable District property.
5. Prepare listings and property movement records, notify schools and departments, prepare ads for public auctions, and reconcile with records returned for legal duration.

Minimum Qualifications for Class Entry

Substantial training or experience in bid preparation, purchasing, and bookkeeping, preferably in a school setting.

Work Environment

Work is performed in an office setting inside a warehouse requiring awareness of potential safety hazards from items stacked on pallets and forklifts in operation.