



### **Classification Summary**

Conduct and coordinate the purchase of materials, supplies, and services needed by the District. Implement and comply with, public purchasing policies and procedures. Research products and maintain effective relationships with vendors. Support District users of goods and services and assist users in specifying product needs. Maintain appropriate records. Perform related work as required.

### **Distinguishing Characteristics**

This classification is distinguished by primary focus on technical aspects of public purchasing, including product specification, implementing the bidding requirements in compliance with public policies, and the analysis of product, price, quality and quantity. Positions in this classification are allocated in the Central Services Purchasing office.

### **Supervisory Relationships**

Reports to the Purchasing Management Analyst. May exercise leadership within a purchasing and associated work unit. It also includes coordination of the purchasing tasks with those of the receiving and storage (warehousing) work unit.

### **Examples of Duties**

(Examples of duties are for illustrative purposes and are not to be construed as all inclusive or exclusive.)

1. Order, purchase and receive supplies, materials, equipment and services from a variety of sources and vendors.
2. Solicits price quotations from vendors for best prices and quality.
3. Prepare and assist users in the preparation of bid specifications, contracts, and public invitations.
4. Announce and conduct bid openings; evaluate bids and proposals for adherence to bid specifications.
5. Negotiate and recommend purchases based on evaluation of comparative costs, quality of product or services, quantity, availability, terms and conditions of purchases, and vendor performance.
6. Process requisitions, purchase orders and invoices to insure timely and efficient flow of goods and services.
7. Use systematic inventory controls to maintain and update purchasing and inventory controls.
8. Contribute to the development of an effective and efficient procurement, receiving/storage, and distribution system by collaborating with the supervisor, warehouse operations, and users. May be assigned research tasks in improving the procurement/distribution system and resolving problems.
9. Process and maintain accurate records, documents, and contracts pertaining to bidding process and the purchase of goods and services.
10. Develop and implement on-going training and communications with school and department staff, specifically in areas where decentralized purchases are made.
11. May provide technical supervision over other clerical staff, and provide leadership on a project basis.

### **Required Knowledge, Skills and Abilities**

1. Knowledge of methods, principles and practices of purchasing materials, supplies, equipment and services.
2. Knowledge of bidding and acquisition processes and the application and interpretation of legal requirements.
3. Knowledge of inventory control systems, bookkeeping practices and the receipt of materials, supplies and equipment.
4. Knowledge of automated procurement systems and ability to use electronic equipment and modern office procedures. Ability to type and perform data entry.
5. Knowledge and skill required in writing technical bid specifications in conjunction with user requisitions.
6. Knowledge of evaluative processes used in determining comparative costs and quality.

7. Ability to plan, organize and conduct buying activities involving a variety of goods and services from numerous sources and vendors.
8. Interpersonal communication and negotiation skills. Ability to establish and maintain effective working relationships with those contacted in the course of work.
9. Ability to analyze and evaluate received goods to determine whether specifications have been met.
10. Ability to compile, analyze, and prepare reports from purchasing and inventory data.

**Minimum Qualifications for Class Entry**

Education or training equivalent to an Associate degree from a two year college in business, accounting or related field; and three years of progressively responsible experience in purchasing, preferably in the public sector. Satisfactory equivalent combination of experience and/or education may be substituted.