

SPECIALIST PURCHASING/CONTRACTS

DEFINITION:

Under the supervision of the Director -Fiscal Services,purchases supplies, materials, furniture, equipment and services for the District; plan s and maintains inventory; prepares bid documents and contract s; perform s the technical functions of the buying process and contract negotiations ; maintain s purchasing data and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- x Organizes and prepares specifications and formal bids ; approves scheduling of bids; assure compliance with laws, rules and regulations; analyze s and evaluates bids received.
- x Develops and prepares requests for proposals (RFP) that meet established criteria, laws and regulations; coordinate s bid openings and review s bids providing contractor and vendor award recommendations as requested.
- x Obtain s and review s comparative prices, quotations and delivery time lines; develops vendor lists; initiate s contact with vendors relative to supply and equipment availability; compares quotations, product specifications, pricing and recommend vendors.
- x Monitor s the contract process for the development and implementation of contracts with vendors, contractors, and consultants; maintains contracts, records, files and databases for associated contracts; review s, amends and negotiate s terms, conditions and provisions for contracts.
- x Review s applicable documentation to assure legal verbiage is accurate and inserted into contracts; imbeds information from consultant's contracts into District contracts.
- x Provides technical expertise, information and assistance to the administrator , staff, vendors and others regarding assigned functions; interpret s, applies and explains rules, regulations, policies and procedures.
- x Coordinate s the ordering, inventory control and distribution of designated materials, services and supplies as assigned; arranges for the return or exchange of damaged or defective goods.
- x Review s purchasing and contract transactions and requisitions for equipment, ser vices, supplies and materials; verifies account codes; determine s vendor and price as necessary; monitor s budget expenditures.
- x Prepares a wide variety of materials such as purchase orders, reports, correspondence, letters and other purchasing and contract forms and materials; prepares and maintains a variety of narrative and stat8 (-)1 0 Tw (s)Tj 3.976 (cha)-5 (r)-8 u (1)-5 (rr (a)2.9m4C]TJ (ai)2.9 (v)-Td [(pr1 y)6.7 (rr)-6ai)2.9 (s)Tj 3. Tj

- x Bid specifications, contract preparations, specification requirements and price negotiation procedures.
- x Trades and supplies and product information used on public school setting.
- x Organization and coordination techniques utilized in purchasing.
- x Methods and procedures for material handling, inventory control and distribution.
- x Automated purchasing records and database systems.
- x Applicable laws, codes, regulations, policies and procedures.
- x Modern office practices, procedures and equipment.
- x Business letter writing and basic report preparation.
- x Correct English usage, grammar, spelling, punctuation and vocabulary.
- x Inventory methods and practices.
- x Report writing and contract preparation techniques.
- x Oral and written communication skills.
- x Interpersonal skills using tact, patience and courtesy.
- x Telephone techniques and etiquette.
- x Operation of a computer and assigned software.
- x Basic math.

Ability to:

- x Apply and explain policies, practices and terminology used in purchasing and contract negotiations.
- x Prepare accurate and complete specifications, bids, records and reports related to assigned activities.
- x Review work requests and contracts.
- x Prepare, negotiate and review contracts including terms and conditions.
- x Review work requests and effectively purchase a variety of supplies, equipment and services.
- x Learn local vendors and sources of supply.
- x Plan, estimate and schedule buying activities for greatest efficiency and service.
- x Coordinate multiple tasks simultaneously.
- x Add, subtract, multiply and divide quickly and accurately.
- x Understand and follow oral and written directions.
- x Communicate effectively both orally and in writing.
- x Establish and maintain cooperative and effective working relationships with others.
- x Meet schedules and time lines.
- x Prepare reports related to assigned activities.
- x Operate a variety of office equipment, a computer and assigned software.
- x Type or input data at an acceptable rate of speed.

EDUCATION/EXPERIENCE:

Any combination equivalent to: associates degree in purchasing, business administration or a related field and four years responsible experience in purchasing, (preferable in a school district environment), including experience in cost estimating, contract negotiations and processing of requisitions.

LICENSES AND OTHER REQUIREMENTS:

- x Valid California Class C Drivers' License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- x Seeing to read a variety of materials.
- x Hearing and speaking to exchange information in person or on the telephone.
- x Reaching overhead, above the shoulders and horizontally.
- x Dexterity of hands and fingers to operate a computer keyboard.
- x Sitting for extended periods of time.
- x Bending at the waist, kneeling or crouching to file materials.

