

Sequoia Union High School District

Job Description

JOB TITLE: **PROCUREMENT SPECIALIST**
REPORTS TO: Director of Purchasing and Support Services
CLASSIFICATION: Classified; O, T, & P
SALARY SCHEDULE: Range 15.5
WORK YEAR / HOURS: 12 months / 7.5 hours
LOCATION: District Office
BOARD APPROVAL: August 8, 2018

JOB SUMMARY:

Under general supervision, acquire equipment, supplies, furniture, goods and services for district schools at a competitive price in a time efficient manner; review purchase requisitions, purchase orders, bid specifications and quotes, and invoices for accuracy and conformance with district requirements; perform administrative duties associated with procurement activities; serve as liaison to vendors and district personnel.

ESSENTIAL DUTIES:

- Review and analyze purchasing requisitions for completeness and accuracy and confer with initiator to clarify needs and specifications, and complete information; advise managers of purchases and cost effective alternatives.
- Check and review market sources and vendors to ensure most cost effective and competitive pricing for the purchase of commodities and services.
- Work with department managers to forecast equipment, furniture, material and supply needs based on age, usage, new standards, and related criteria; advise managers on uniform purchases of furniture, including color and dimensions, based on room size and functionality.
- Initiate requests for proposals and/or quotes from vendors and contract service providers; negotiate price, quantity, and delivery terms.
- Determine best method to fulfill requisitions based on dollar amount, timelines required, and existing open contracts; recommend alternatives when requestor's product is not available.
- Review and evaluate contracts, issue award letters and purchase orders; negotiate change orders and product returns; ensure district standards and warranty requirements are met for goods and services procured.
- Input purchase orders and requisitions into database system.
- Validate, reconcile, and process receiving reports, vendor invoices, and other payment documents.
- Oversee district credit card use for purchases; maintain log of charges, and reconcile monthly statements; prepare account summary spreadsheet and supporting documentation for audit purposes.
- Provide liaison services between vendors and departments for order status, procurement procedures and problem resolution; monitor vendor performance.

- Assist staff members in placing and expediting orders, and with use of the database system used to process and record purchase orders.
- Create and renew annual maintenance service contracts for district equipment.
- Maintain procurement information, price lists, and vendor lists; track commodities accounts to assess order history and trends.
- Maintain records in accordance with established policies, procedures, and audit guidelines.
- May be assigned to perform procurement duties for the Food Service Department, and perform tasks including overseeing the department's A/P and A/R accounts and recordkeeping requirements, and compiling financial and related information for required state reports.
- Maintain current knowledge of trends and developments regarding governmental purchasing procedures, regulatory changes, and new technologies.
- Work with management to develop and implement district purchasing policies and procedures.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and methods of public sector procurement including bid development processes and procedures.
- Sources of materials, supplies and services suitable for school districts.
- State, federal and education codes and regulations applicable to California school procurement and room use and set up.
- Common purchasing and legal terminology.
- Cost analysis techniques.
- Vendor practices of pricing, shipping, and invoicing.
- Principles and practices of inventory control and recordkeeping.
- The district's financial database system programs applicable to purchasing and accounting documentation.
- Clerical accounting procedures.

Ability to:

- Organize and schedule tasks, and develop action plans to meet specific goals and deadlines.
- Analyze data and draw accurate conclusions leading to sound decisions.
- Analyze purchasing requests/orders for accuracy, completeness, and conformance with district procedures
- Evaluate procurement quotes in accordance with established criteria.
- Negotiate fair pricing and product delivery options with vendors for goods and services.
- Read architectural drawings and explain to staff members room space dimensions for planning furniture and equipment layout options.
- Relate to district operations in a manner that is consistent with existing solutions to problems, and to conform with established policies and procedures.

- Interpret verbal information and develop an accurate understanding of others' needs and opinions, and be sensitive to the organizational environment.
- Provide expert analysis and frame of reference for purchases.
- Communicate effectively with vendors, suppliers, and district employees.
- Work effectively as a team member.
- Take action to resolve procurement problems while exhibiting sound judgement and a systematic approach to decision making.
- Use appropriate software to develop comprehensive spreadsheets for tracking and reporting purchases.
- Communicate effectively orally and in writing.

Education and Experience:

Any combination of education and experience equivalent to:

An Associate Arts Degree in accounting or business and three years of advanced-level administrative experience involving duties that included data analysis, project coordination, clerical accounting, and public sector procurement.

PHYSICAL REQUIREMENTS:

- Vision sufficient to read information on document, reports, and on computer screens
- Hand dexterity sufficient to use a computer keyboard, and operate standard office equipment.
- Hearing and speech capability sufficient to communicate in person and over the phone.
- Sitting for extended periods of time.
- Reach and bend to store or retrieve materials.
- Mobility sufficient to move about a district office and to classrooms and facilities on high school campuses where access requires climbing stairs or walking on uneven paved or unpaved throughways.