

Job Title:	<b>PURCHASING SPECIALIST</b>	Reports to:	<b>Business Manager</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>None</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Perform specialized duties in one or more areas of operational procedures that govern district procurement card functions to maintain the integrity of the public procurement process.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Promote proper use of procurement cards by assisting with establishing and maintaining procedures, best practices, and methods that ensure purchases are in accordance with federal, state, and local laws.
- Assist with communication to internal and external stakeholders to ensure proper use of procurement cards.
- Prepare and maintain documents related to the procurement card program.
- Support an efficient and supportive working relationship with local, state, and federal agencies to ensure that department adheres to all applicable statutes, policies, and procedures.
- Collaborate with departments and schools to support strategic procurement card procedures and plans.
- Assist with policies and procedures that improve upon and standardize the processes of the procurement card program.
- Support staff by providing technical guidance and direction with continuous training.
- Identify and communicate departmental issues with management staff.
- Provide reports and analyze operations within the area of assignment to take action that continuously improves procedures, services and support to schools and work locations.
- Prepare and deliver solicitation documents to all relevant stakeholders.
- Distributes purchase orders, places orders with vendors and distributes file copies and back-up documentation
- Performs due diligence on cooperative contract purchases
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Advanced knowledge of financial and accounting procedures, policies, statues and regulations
- Advanced knowledge of spreadsheets (Excel) and other financial/ business management software programs
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to communicate effectively, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent; Associate's degree preferred
- Minimum of four years purchasing experience
- Two years data processing experience

**Computer Proficiency:** MS Office Suite, Google Sui8te

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to

focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

**WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*