



TITLE	CLASSIFICATION	SALARY GRADE
PURCHASING SPECIALIST	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: 2013/14 Classification Review		

JOB DESCRIPTION:

Under general supervision, perform difficult and complex technical duties related to the requisitioning of services, equipment and supplies in accordance with established policies and regulations; perform administrative duties requiring a high degree of expertise in more than one of the areas of office management, fiscal management, and customer relations; may serve as a lead worker to other classified staff within the department; and perform related work as required.

SCOPE:

The Purchasing Specialist researches, evaluates and requisitions services, equipment and supplies based on price, service, quality and warranty to meet the needs of the District, department or program to which assigned; prepares specifications and bid forms; assists with bidding process; and coordinate bidding process with special projects as needed; verifies available funds and appropriateness of budget codes in accordance with District policy.

DISTINGUISHING CHARACTERISTICS:

The Purchasing Specialist is distinguished from the Buyer classifications by the limited purchasing authority incumbents have. Employees in this classification do not have authority to issue Purchase Orders or contracts. Their duties are specific to gathering and documenting of informal quotes, entering requisitions and following up on Purchase Orders issued by the Purchasing Department. Work performed in this classification is done in coordination with, and subject to review by the Purchasing Department. May have a primary focus in purchasing specific types or categories of services, equipment and supplies.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Consults with users and external entities to develop specifications; makes recommendations regarding purchases and vendors.
2. Prepares and processes requisition forms; recommends vendors.
3. Verifies budget codes and availability of funds.
4. Contacts and receives informal quotes from appropriate vendors; compares costs and evaluates the quality and suitability of equipment, materials and supplies.
5. Coordinates purchasing details with vendor and the Purchasing Department, including pricing revisions, order cancellation and invoice discrepancies.
6. May prepare requests for removal and disposal of surplus items; may review and process travel requests and mileage claims.
7. Resolves problems and issues arising from purchase of services, equipment and supplies.
8. May provide budget assistance to faculty and staff.
9. May interpret software license or service contracts.
10. Enters data into the District's Fixed Assets system and assists in the maintenance of that data.

KEY DUTIES AND RESPONSIBILITIES (Continued):

11. May creates complex original draft correspondence; composes and prepares reports, memos forms, agendas, directories, tables and meeting minutes.
12. May coordinates activities for a variety of meetings, conferences, committees and special projects; attends meetings, takes notes and prepare minutes.
13. Maintains department's contract and financial records; may coordinate the District's archive records retention and destruction program.
14. May maintain a department web page.
15. Hires, supervises and trains student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Learn and interpret Purchasing policies and procedures, rules, regulations, and instructions; may apply copyright and ADA laws and regulations; perform detailed work related to requisitioning services, equipment and supplies; keep informed on new technology products, market conditions and current prices; perform complex administrative work in the support of the District's purchasing and inventory control functions; maintain and prepare records, files and reports; communicate effectively in English; follow and give oral and written directions; interact with the public in a helpful, courteous and friendly manner; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern purchasing methods, procedures, and specifications preparation; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; budgets and revenue control; modern office methods and equipment; operation of personal computer software programs including word processing and spreadsheet tools.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school. Associate's degree in Business Administration or related area preferred.

Experience:

Increasingly responsible experience in purchasing a variety of general and specialized items, shipping and receiving, and basic accounting; some experience in a administrative support position, preferably for a public entity.

SPECIAL REQUIREMENTS:

May perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking; may require extended sitting.