



Job Description

POSITION TITLE:	Purchasing Specialist	#2479
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SALARY PLACEMENT:	Classified Salary Schedule Range 39
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SUMMARY OF POSITION:

Under general direction of management personnel, performs a variety of specialized, complex, and highly responsible technical duties related to the processing, purchase, and acquisition of materials, supplies and equipment. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Possess a High School diploma or equivalent, plus one year of accounting training or business/computer courses obtained through a community college, trade, or correspondence school. Two years of varied and progressively responsible clerical experience.

DESIREABLE QUALIFICATIONS - EDUCATION, TRAINING AND EXPERIENCE:

One year of accounting or business-related course work or related training. Purchasing experience in a school district, county office of education or private industry.

KNOWLEDGE, SKILLS AND, ABILITIES

Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence and make judgments with minimal direction. Be flexible and receptive to change.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Receive and review specialized online requisitions to verify calculations, accuracy, proper authorization, budget codes, account balances, and ensure proper backup documentation is received.
2. Review reimbursements for calculations, accuracy, proper authorization, budget codes, account balances, etc.
3. Process online requisitions in compliance with established policies and procedures, and issues purchase orders.
4. Administrative and clerical duties utilizing initiative, problem solving analysis techniques, good judgement, and confidentiality.
5. Communicate with vendors when necessary to assure prompt delivery and accuracy of orders.
6. Assist management with trainings.
7. Assist management with maintaining, compiling, and distributing training materials.
8. Assist management with compiling bid packages and distribution of requests for proposals to appropriate vendors.
9. Research and answer questions for all departments regarding purchase orders.
10. Answer telephone calls; handle visitors; receive and relay messages; handle requests for information and assistance.
11. Establish and maintain a variety of purchasing records, reports, and control files.

12. Maintain confidentiality in job related matters.
13. Communicate effectively both orally and in writing.
14. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and walk for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.

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