



## **Azusa Unified School District**

546 South Citrus Ave.  
Azusa, CA 91702  
(626) 967-6211  
www.azusa.org

Classification: Purchasing Specialist

Range: 40

12 Month Position

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# **Purchasing Specialist**

## **Summary**

Under the direction of the Director of Fiscal Services to perform a variety of technical duties associated with facilitating bid development and review processes for a variety of goods and services, develop technical bid specifications, and evaluate vendor performance. Facilitate specific product and service contract, and coordinate assigned activities with other departments, outside vendors and agencies and the general public.

## **REPRESENTATIVE DUTIES**

- Prepare, from standing procedures and instructions, contract documents, purchase orders, and special documentation for bonds, insurance, etc.; ensure proper authorization before distribution.
- Research and prepare lists of vendors, professional associations, advertising sources, and other categories to support the bid announcement process.
- Request quotations and bids; compare and analyze quotations and recommend bid awards; ensure product compliance with bid requirements.
- Assist with the development and interpretation of policies and procedures related to purchasing.
- Assist with administration of the District's fixed asset program; assist in establishing cost and product life standards for inclusion into fixed asset accounting; select appropriate equipment/items(s) to be included; conduct periodic physical inventory counts of fixed assets; conduct analysis related to fixed assets as requested by management; remove and document obsolete assets from inventory.
- Maintain up-to-date knowledge of computer-aided purchasing systems; orient others to its use and features.
- Receive and process requisitions, purchase orders, invoices and bids; check for completeness, accuracy, and compliance with established standards.
- Collect and compile data from numerous sources; obtain prices from catalogs, by telephone, or by written quotation; contact vendors for prices, product information, new products, and standards; conduct necessary follow-up and tracking to finalize purchasing transactions; contact assigned commodity vendor(s) inviting quotations and bids.
- Type purchase orders; log receipt of materials; follow-up purchase orders to ensure receipt of proper quality and quantity on specified dates; investigate and resolve problems regarding shipment discrepancies.
- Compose correspondence independently or in accordance with general

direction. Type a variety of materials including letters, backorders, cancellations, forms, reports, and memoranda from rough drafts, copy, or oral instruction.

- Input data into computer terminal including stock and supplies received and delivered, and accounts to be charged.
- Assist with annual inventory; close out open purchase orders; input inventory counts to computer.
- Coordinate conference travel. Evaluate modes of transportation, travel dates/times, financial considerations and accommodations required.
- Maintain records and files in support of purchasing function and duties; maintain fixed asset records.

#### OTHER DUTIES:

- Perform related duties similar to the above in scope and function as assigned.

### **MINIMUM QUALIFICATIONS**

#### KNOWLEDGE OF:

- In-depth knowledge of purchasing and procurement programs including vendor research and selection, RFP/RFQ process, Piggybacks, and contract management.
- Full awareness of regulation, policies, codes and laws applicable to the position.
- Working knowledge of District organization, operations, policies and objectives governing purchasing.
- Math knowledge to compute sums, fractions, decimals, averages, trends, and ratios.
- Well-developed communications skills to carry on price negotiations and convey technical concepts.
- Professional writing skills sufficient to prepare bid documents and specifications.
- Familiarity with travel website reservation systems and locations including airline, hotel and conference reservation systems.

#### ABILITY TO:

- Carry out the essential functions of the position.
- Research and compile related information from various vendors, evaluate pros and cons of each based on categories such as price, quality, specs, and determine the best source for purchase to serve the end user.
- Set-up and execute processes and procedures for developing bid specifications and bidding processes.
- Organize, prioritize, and maintain work load for the successful operation of the department.
- Establish and maintain effective relationships with those contacted in the course of work.
- Perform accurate mathematical computations (i.e., taxes, discounts, shipping).
- Write contract language.
- Communicate clearly and concisely, both orally and in writing through multiple

- media.
- Coordinate travel for staff with various schedules and requirement needs.

### **EDUCATION AND EXPERIENCE**

College-level course work in accounting, business administration or related field and three years of increasingly responsible purchasing, materials management, and distribution experience in an educational, or similar, public service agency.

### **LICENSES AND OTHER REQUIREMENTS**

May require a valid California Driver's License and proof of insurance.

### **WORKING CONDITIONS WHICH MAY OCCUR**

- Work inside protected from weather.
- Noise exposure under 65 decibels.
- Work on surfaces that are flat and stable.
- Typical office environment.

### **PHYSICAL ABILITIES**

- Muscular Tension – may exert up to 25 pounds of force to lift, push, pull carry or otherwise move objects.
- Hearing and seeing to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer and office equipment.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.

### **MENTAL ABILITIES**

- Oral Comprehension
- Information Ordering
- Oral Expression
- Speech Recognition
- Problem Sensitivity
- Inductive Reasoning
- Written Comprehension
- Deductive Reasoning
- Written Expression