

**Central Valley School District  
Job Description**

**TITLE Central Office – Purchasing Specialist**

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**GENERAL SUMMARY**

Under general direction and guidance, the Purchasing Specialist will assist the Purchasing Manager in the purchasing functions of the district to include procurement card (P-Card) reconciliation; purchase order processing; fixed assets inventory; surplus/obsolete items disposal; procurement of supplies, services, materials, and equipment within purchasing authority; and maintenance of lists of vendors and contractors potentially used by the district. This position independently manages and is responsible for specific areas within the purchasing department. This position has a high level of responsibility for purchases that equate to large sums of money. Any area in the essential job functions that reference manage, administer or maintain are done so with very limited oversight. This position will require extended hours of working with computers and phones in an environment with few employees.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Purchasing Specialist may perform all or a combination of the following:

1. Administering and managing of Pcard program.
2. Coordinate purchase requisitions and generate purchase orders for supplies, services, materials, and equipment within purchasing authority.
3. Assist in the bidding/contracting process including preparation and advertising of quote solicitations, bid analysis, determination of lowest responsible bidder and recommend award to purchasing agent within purchasing authority.
4. Assist with public works/small works roster purchasing processes.
5. Initiate purchase orders for change orders and supplemental agreements.
6. Develop and submit correspondence memos and newsletter to district schools/employees.
7. Archive and update purchase orders in electronic files.
8. Manage district copier purchases, leases and associated maintenance agreements.
9. Maintain and manage the process for surplus/obsolete items for removal/disposal.
10. Administer long distance calls management process.
11. Maintain and administer district cell phones.
12. Manage and maintain fixed assets inventory.
13. Develop and maintain Purchasing website using current applicable software.
14. Train district staff on purchasing related processes.

15. Exhibit confidentiality, ownership, initiative, creativity and enthusiasm in performing job functions.

16. Perform related duties as required by the Purchasing Manager.

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**REPORTING RELATIONSHIPS**

This position reports to the Purchasing Manager.

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**MENTAL DEMANDS**

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with upset or difficult individuals; There is a minimum amount of social contact, immediate office of three people. Must be able to maintain a “customer first” attitude when under stress.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to computer monitor for prolonged periods.

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**QUALIFICATIONS**

1. Associates degree or equivalent technical training and/or experience in purchasing or a related field.
2. Extensive knowledge of district standard hardware and software including Microsoft Word, Excel, Outlook and Access.  
Knowledge of general office machines such as copiers, FAX, postage machine.
3. Experience with purchase orders, purchase requisitions, credit card statements and procedures, travel requests, etc.
4. Able to learn and train others.
5. Excellent filing skills.
6. Good organizational and communication skills.
7. Ability to prioritize work and work well independently.
8. Excellent public relations skills.
9. Ability to present information in large and small groups.

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**UNIT AFFILIATION**

PSE - Technical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised 04/95  
Revised 03/04  
Revised 06/14  
Revised 01/17