

**JOB DESCRIPTION  
PLEASANTON UNIFIED SCHOOL DISTRICT**

**Purchasing Specialist I**

**Purpose Statement:**

The Purchasing Specialist 1 performs independent, complex and technical duties in the acquisition of District supplies, equipment, and services; researching and obtaining price quotations in accordance with District policies and procedures, California Education Code, and other government codes; expediting purchases and back orders; performing various record-keeping duties; and providing guidance and recommendations to the assigned Administrator.

**Essential Functions**

- Perform independent, technical, and complex duties in the purchase of District supplies, equipment, and services.
- Review and process purchase requisitions in accordance with District policies and procedures. Review for compliance with established standards and regulations.
- Implement reporting procedures and internal controls for the purpose of maintaining accurate records and audit trail and complying with the district policies and other regulatory requirements.
- Communicate with vendors to exchange data and information; obtain quotations and specifications; resolve discrepancies; correct errors; and clarify issues related to purchase orders and deliveries.
- Communicate with District personnel in order to obtain necessary information to complete documentation, including executed contracts, for processing purchase orders.
- Maintain a vendor list for bid opportunities and assist with prequalification and bid process.
- Input information for new vendors and update information for current vendors. Ensure accurate information for tax purposes.
- Prepare and maintain standard purchase and supply lists and warehouse stock catalogs in order to support Purchasing and Warehouse functions.
- Review and process stock requisitions in accordance with District policies and procedures.
- Prepare and issue multiple open purchase orders at the beginning of each fiscal year.
- Communicate with vendors regarding purchasing policies and procedures.
- Maintain knowledge of District account code structures.
- Enter purchase order change orders in accordance with District policies and procedures.
- Meter outgoing mail daily. Track usage by department, provide reports, and maintain adequate funds on mail machine. Assist sites/departments with bulk mailing and other mail processes.
- Assist department head with management of procurement card systems.
- Prepare a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Perform general office duties.
- Maintain and enter additions and deletions in the fixed asset database in order to ensure accuracy and audit compliance.
- Support the assigned administrator for the purpose of providing assistance with their administrative functions.
- Perform other duties as assigned.

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**Other Functions**

1. Assists other personnel for the purpose of supporting them in the completion of their work activities.
2. Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities:**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; and performing general procurement procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: purchasing principles; basic accounting principles; and concepts of grammar and punctuation.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others. Provide positive and helpful support for District employees and the general public. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring procurement procedures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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**Experience:** Job related experience is required

**Education:** High School diploma or equivalent

**Required Testing**

Pre-employment Proficiency Test

**Certificate & Licenses**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint &  
Background Clearance  
TB Clearance

FSLA Status: Non Exempt

Board Approval Date: May 18, 2017

Salary Grade: Range 21