

JOB TITLE: Specialist, Purchasing

STATUS: Exempt

REPORTS TO: Director of Purchasing

TERMS: 230 Days/Non-Contract

DEPARTMENT: Business Services

PAY GRADE: AB100

PRIMARY PURPOSE:

Perform all aspects pertaining to bids and proposals for the purchase of materials and equipment and administer the District's procurement card (p-card) program. Ensure the District's purchasing procedures are followed for processing bids and purchase orders.

QUALIFICATIONS:

Education:

Bachelor degree from an accredited college/university, preferred
TASBO certification preferred

Special Knowledge/Skills:

Knowledge of competitive bidding statutes and procedures for purchasing and invoicing supplies and equipment
Knowledge of auditing and accounting principles Ability to work independently
Ability to analyze and organize a complex filing system of bid-related documentation
Proficient typing, keyboarding, and file maintenance skills
Knowledge of district purchasing software, MUNIS
Knowledge of Ion Wave electronic procurement system
Ability to use calculator (10-key by touch)
Working knowledge of Microsoft Office Programs (e.g., Word, Excel, PowerPoint) and Adobe
Effective communication and interpersonal skills

Experience:

Three years of experience in school district purchasing

MAJOR RESPONSIBILITIES AND DUTIES:

1. Manage the process of handling bids, proposals, and other solicitation documents. This includes aiding departments in crafting specifications and scopes of work, organizing and promoting proposals, facilitating pre-proposal meetings, compiling responses, supervising the evaluation phase, and providing recommendations for contract awards. Maintain bid/contract folders, check references, debarments, and vendor/bidder lists using Munis and IonWave.
2. Serve as a liaison between departments, campuses, and auditors regarding bid documentation. Provide training to district personnel on purchasing operations and requisition processing.
3. Administer the district's p-card program, overseeing both individual and department cards.
4. Prepare agenda items for approval at Board of Trustees meetings and attend meetings, including those of the Board of Trustees, in the absence of the Director of Purchasing.
5. Monitor vendors approaching the \$50,000 threshold to ensure compliance with district criteria and state purchasing laws.
6. Maintain, negotiate, and ensure timely renewal of contracts. Notify departments of expiring contracts, obtain and compare quotes from vendors, check supply and equipment availability, research outstanding invoices and purchase orders, obtain contract status, and process vendor information. Manage restocking of the District's warehouse.
7. Process requisitions and expedite purchase orders promptly and accurately in accordance with established policies.

Resolve complex issues with internal customers and vendors.

8. Prepare monthly, quarterly, and annual purchasing reports for Coop, TASBO award submissions, etc. Analyze purchases to ensure compliance with federal, state, and local mandated requirements. Provide financial information to external auditors during the District's annual financial audit and other agency audits.
9. Keep informed of and comply with federal, state, local, and district policies and regulations concerning primary job functions, including GASB statements. Facilitate effective communication with business services staff, district personnel, vendors, and other service-related personnel (e.g., TEA, independent auditors).
10. Respond promptly to internal and external inquiries, resolving issues or disputes diplomatically to ensure a positive customer experience.
11. Foster an environment of continuous improvement by regularly reviewing and recommending changes to processes and procedures. Maintain business services manuals and forms which include desk operating procedure manual, purchasing manual, and p-card manual.
12. Maintain confidentiality of department information.
13. Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (15-45 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date