



JOB DESCRIPTION

JOB TITLE: **Specialist (Purchasing Services)**

Position Type: Classified	Department: Purchasing Services
Salary Schedule: Classified	Reports to: Director of Purchasing Services
Salary Range: Range 28	
Term of Employment: 12 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the efficient operation of the Purchasing Services Department.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Submits copies of all invoices to School Facilities Board for reimbursement on new school construction projects.
- Serves as a resource for schools and administrators on timelines for new school construction.
- Develops and maintains standards for furniture, fixtures, and equipment for new and existing schools.
- Serves as a liaison to Purchasing, Fiscal Services, and the Design & Construction Department for new and existing schools' furniture, fixtures, and equipment.
- Inputs requisitions for orders of all new school furniture, fixtures, equipment and supplies.
- Develops and implements new school move-in timeline calendar.
- Researches facts and data as assigned by supervisor.
- Compares data from several sources to ensure accuracy of technical information, rules, or other technical documents using judgment and relying on knowledge of subject matter.
- Maintains all budgets relative to the new school furniture, fixtures, and equipment and provides information and reports as necessary to the Purchasing Manager and the Research and Planning Analyst concerning these budgets.
- Interacts with architects and members of the construction/maintenance industry or departments.

- Identifies resources, people, companies, county, and state agencies, as needed.
- Generates purchase orders, change orders, and board recommendations for all Design & Construction projects.
- Liaison to Design & Construction on orders for remodeled and new schools.
- Assists Property Control Compliance Specialist in maintaining surplus furniture, fixtures, and equipment.
- Assists Property Control Compliance Specialist in preparing furniture, fixtures, and equipment for proper disposal.
- Carries out research assignments, gathers, and compiles data.
- Creates and maintains manual and computerized files.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers and the willingness to acquire new and advanced skills necessary for implementing advances in computer software and hardware.

- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- One-year certificate from college or technical school.
- Six to twelve months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste, and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.