



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PURCHASING SPECIALIST	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2006/2007 Classification Review		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, perform difficult and complex technical duties related to the requisitioning of computers and related hardware, software, services and supplies; perform administrative duties requiring a high degree of expertise in more than one of the areas of office management, fiscal management, and customer relations; may serve as a lead worker to other classified staff within the department and supervise the work of student assistants and short-term, non-continuing personnel; and perform related work as required.

**SCOPE:**

The Purchasing Specialist researches, evaluates and requisitions computers and related services, supplies and equipment based on price, service, quality and warranty to meet the needs of the program to which s/he is assigned; verifies available funds and appropriateness of budget codes in accordance with District policy.

**DISTINGUISHING CHARACTERISTICS:**

The Purchasing Specialist is distinguished from the Buyer by the limited Purchasing authority incumbents have. Employees in this classification do not have authority to issue Purchase Orders or contracts, or otherwise commit the District. Their duties are specific to gathering and documenting of informal quotes, entering requisitions and following up on Purchase Orders issued by the Purchasing Department. Work performed in this classification is done in coordination with, and subject to review by the Purchasing Department.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Consults with users to develop specifications; makes recommendations regarding purchases.
2. Prepares and processes requisition forms; recommends vendors.
3. Verifies budget codes and availability of funds.
4. Contacts and receives informal quotes from appropriate vendors; compares costs and evaluates the quality and suitability of equipment, materials and supplies.
5. Coordinates purchasing details with vendor and the Purchasing Department, including pricing revisions, order cancellation and invoice discrepancies.
6. Prepares requests for removal and disposal of surplus items.
7. Resolves problems and issues arising from purchase of services, supplies and equipment related to computers.
8. Creates complex original draft correspondence; composes and prepares reports, memos forms, agendas, directories, tables and meeting minutes.
9. May provide budget assistance to faculty and staff.

**KEY DUTIES AND RESPONSIBILITIES (CONT):**

10. May interpret software license contracts.
11. Coordinates activities for a variety of meetings, conferences, committees and special projects; attends meetings, takes notes and prepare minutes.
12. Maintains department's financial records.
13. Coordinates various administrative tasks within assigned department.
14. Hires, supervises and trains student assistants and short-term, non-continuing employees.
15. Enters computer related data into the District's Fixed Assets system and assists in the maintenance of that data.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Learn and interpret Purchasing policies and procedures, rules, regulations, and instructions; perform detailed work related to requisitioning computers and software; keep informed on new technology products, market conditions and current prices; perform complex administrative work in the support of the District's purchasing and inventory control functions; maintain and prepare records, files and reports; communicate effectively in English; follow and give oral and written directions; supervise student assistants and short-term, non-continuing employees; interact with the public in a helpful, courteous and friendly manner; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern purchasing methods, procedures, and specifications preparation; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; budgets and revenue control; modern office methods and equipment; operation of personal computer software programs including word processing and spreadsheet tools.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

***Education:***

Associate's degree in Business Administration preferred.

***Experience:***

Three years experience in purchasing a variety of general and specialized items, shipping and receiving, and basic accounting; two years' experience in a clerical support position, preferably for a public entity.