



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Procurement Specialist I

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs routine to moderately difficult activities in the acquisition of and receipt and recordkeeping for purchased equipment, materials and supplies; oversees purchase order issuance process; confers with schools, departments and vendors; provides clerical support to the department; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Procurement Specialist I performs support duties producing and maintaining purchasing records. Incumbents inform requesting schools and departments about the status of purchases and deliveries, contact vendors to resolve problems with shipments, and may perform expediting activities to ensure that purchased items are received and available when required. Work assigned requires general knowledge of the functions applicable to purchasing assignments and the ability to solve routine to moderately difficult problems.

This position is directly responsible to the Director of Fiscal Services or his/her designee. Procurement Specialist I is distinguished from Procurement Specialist II in that an incumbent in the latter class independently performs purchasing duties and assists in formal bid preparations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reviews and processes purchase requisitions to verify completeness and accuracy of item descriptions and pricing for requested products, supplies and services; verifies account numbers and appropriate authorizations are obtained; validates inventory levels; creates purchase orders for approval and sends approved purchase orders to vendor for fulfillment; tracks materials deliveries and processes receipts of goods.
2. Confers with schools and departments to obtain additional required information and resolves questions regarding specifications and scope of work statements; confirms inclusion of attachments and reviews for completeness; verifies document type to ensure proper processing; responds to questions regarding invoice, purchase order and payment policies and procedures; works with schools, departments and employees to resolve issues regarding the application of District policy.
3. Conducts research to identify potential sources and vendors for specified products; obtains written price quotations and data on comparative price, quality, availability, terms and delivery.
4. Creates and maintains vendors in database; answers questions from potential vendors, contractors and staff regarding purchasing/contracting policies and procedures; validates all legally required forms are completed and entered into the system including W-9s and certificates of insurance and bonds; validates all vendor insurance is current and meets risk management requirements.
5. Performs general administrative, office and reprographic duties, including typing, proofreading and distributing memoranda, letters, bids and other documents and reports; copies, reproduces, folds and binds various communications, such as reports, newsletters and menus; answers and refers telephone calls; orders office supplies; maintains records and files.
6. Prepares Board resolutions and reports; attends meetings; participates in District training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. District ordinances, codes, policy, procedures and practices for purchasing and purchase order processing.
2. Applicable laws and regulations regarding school district purchasing activities.
3. General types and sources of equipment, materials and supplies used by a school district.
4. Operations of the District's various financial and inventory management systems.
5. Customer service practices and telephone etiquette.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Basic bookkeeping and elementary accounting practices and procedures.
8. Records management, recordkeeping, filing and basic purchasing practices and procedures.
9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Make calculations and tabulations and review fiscal documents accurately and rapidly.
2. Prepare clear and accurate records and reports.
3. Input data accurately at a speed necessary to meet the requirements of the position.
4. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
5. Make decisions in accordance with District policies and procedures applicable to areas of assigned responsibility.
6. Maintain highly confidential information.
7. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and at least two years of progressively responsible experience in office administrative support, purchasing or inventory control; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Administrative Support
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing