



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Procurement Specialist II

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs routine to moderately difficult and complex duties in the acquisition of and receipt and recordkeeping for purchased equipment, materials and supplies; ensures that vendors and purchases meet District standards and policies and all applicable legal requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Procurement Specialist II performs paraprofessional/technical work in the support of the District's purchasing and contract administration processes. Incumbents perform standard purchasing transactions, obtaining quotations from established sources, obtaining and awarding informal bids, and placing recurring orders and orders within designated dollar limits in accordance with established procedures. Incumbents assist in developing specifications and formal bids and oversee the review and approval of contractor and vendor certificates of insurance and bonds. Duties and responsibilities are carried out with considerable independence within a framework of established policies and procedures.

This position is directly responsible to the Director of Fiscal Services or their designee.

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; contacts department representatives to clarify or obtain additional information; organizes and prioritizes requisitions for processing and response.
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 types 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. Following established procedures, purchases materials, goods and services through recurring purchase orders and informal bid process.
4. Develops a variety of technical specifications; develops for management approval Requests for Quotes,
5. Requests for Bids and Requests for Proposals, ensuring that all applicable legal and contractual provisions are included to safeguard the District's interests; evaluates bids, performing price/cost analyses and assessing terms, including discounts, delivery conditions and the quality and suitability of supplies, materials and equipment; determines or recommends the award of bids to appropriate vendors.
6. Develops and maintains positive vendor relationships; researches, assesses and identifies new vendors for products and services within areas of assigned responsibility; interviews vendors to evaluate products and services and to obtain information for use in developing proposals.

7. Prepares a variety of work reports and records including Board resolutions and reports; attends meetings; participates in District training.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Ability to:

1. Develop, analyze and evaluate routine to moderately difficult bid proposals, purchase requisitions, specifications and other purchasing related documents.
2. Develop complete and accurate technical specifications and supporting materials.
3. Understand, interpret, apply and explain applicable laws, codes, policies and procedures.
4. Efficiently conduct vendor and product research.
5. Perform cost analyses.
6. Prepare clear and accurate records and reports.
7. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
8. Make decisions in accordance with District policies and procedures applicable to areas of assigned responsibility.
9. Maintain highly confidential information.
10. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. 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 an associate's degree program in business administration, public administration, risk management, purchasing, materials management or a related field, and at least three years of progressively responsible experience in purchasing in an environment utilizing a formal bid process. Additional experience of the specified type may be substituted for the required education. 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:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing