

PROCUREMENT SPECIALIST

CLASS SUMMARY

Under general supervision performs a wide variety of technical and complex customer service and clerical duties in the procurement environment related to the purchase of various materials, supplies, equipment and services. Assists Purchasing staff with various tasks; performs related duties as required.

REPRESENTATIVE DUTIES

1. Serves as the first point of contact for end users and vendors to provide technical and administrative support; and customer service.
2. Prepares purchase requisitions for the purchase of goods and services for Purchasing, Warehouse, and Mailroom Services as directed.
3. Issues purchase orders utilizing the District's current ERP for leased equipment; maintenance and copy usage fees and various commodities as directed.
4. Participates in the development of training materials related to Purchasing Services trainings for district-wide employees in a classroom environment or via virtual platform.
5. Aids internal staff, current vendors and future vendors related to compliance requirements, Board Policies and Administrative Regulations, Public Contracting Code, Labor Code, Government Code and California Education Code as it relates to the procurement environment. Answers questions from departments and vendors concerning purchase requisitions and purchase orders.
6. Participates in accepting Bids and Requests for Proposal packets and filing of such documents once awarded.
7. Maintains a variety of specialized record keeping systems, including but not limited to district vendor registration forms, qualified contractor registration forms, certificates of insurance, W-9s and requested vendor information changes.
8. Participates in the development and maintenance of all Purchasing Services electronic resources including the Purchasing Services resources for vendors and end users; maintains inventory of resources for the Employee Intranet, updates resources, posts resources to the District's website and Employee Intranet.
9. Maintains and updates the District's webpages for Purchasing, Warehouse and Mailroom Services.
10. Produces a variety of materials such as letters, memoranda, district-wide communication, training announcements, departmental reports, prepares reports and vendor information changes for Board of Trustee's review and approval, and gathers and summarizes information to create efficiencies.
11. Assists the department with the uploading of Board of Trustees docket items to BoardDocs.
12. Creates new vendor profiles in ERP, currently Colleague, per W-9 forms.
13. Provides staff assistance with registering vendors with the Department of Industrial Relations (DIR).
14. Supports District Office staff with Mailroom inquiries, accepts delivered parcels and logs receipt in Mailroom.
15. Supports Purchasing staff by filing completed purchase orders.

16. Assists in processing budget change forms, transfers of expenditures and monitors budget for supplies, equipment and travel. Completes SBITAs forms and Purchase Agreements.
17. Annually, pulls previous fiscal year purchase orders from files and prepares documents for off-site scanning.
18. Participates in gathering annual contracts renewals from vendors and creates spreadsheets to assist end users with new pricing.
19. Provides Buyers assistance with obtaining information and processing purchase orders, as directed during peak procurement periods.
20. Communicates with district staff and vendors, related to districtwide copiers and processes required forms and purchase orders.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of computer-based software programs that support this level of work, including but not limited to word processing, development and maintenance of spreadsheets, training presentation materials, enterprise resources planning systems related to procurement and finance modules.
2. Knowledge of purchasing methods and procedures.
3. Knowledge of record-keeping techniques.
4. Knowledge of basic bookkeeping procedures.
5. Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Ability to interpret, apply and explain rules, regulations, policies and procedures.
7. Ability to operate a variety of office equipment such as a calculator, computer, copier, scanner, time-stamper, etc.
8. Ability to analyze situations accurately and adopt an effective course of action.
9. Ability to plan, organize and prioritize work.
10. Ability to work independently with little direction.
11. Ability to complete work assigned efficiently with many interruptions.
12. Ability to understand and follow both oral and written directions.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to meet schedules and deadlines.
15. Ability to understand scope of authority in making independent decisions.
16. Ability to review situations accurately and determine appropriate course of action according to the established guidelines.
17. Ability to establish and maintain effective working relationships with others.
18. Ability to work in a fast-paced District office environment; subject to constant interruptions and varying noise levels; frequent interaction with others; sitting, walking, and standing for long periods of time; repetitive use of office equipment and ability to push, pull and lift various office resources such as boxing files, moving supplies from storage location to office, etc.

MINIMUM QUALIFICATIONS

Any combination of education and experience is required, specifically a high school diploma or GED. A minimum of three (3) years of progressively responsible clerical and office experience is required. One year of procurement experience in the public or private sector is desired. Completed college credit courses in business are desirable.