Procurement Specialist

DEFINITION:
Under general supervision of the Director of Finance and Administration, this non-exempt position performs various duties related to purchasing, inventory, asset document control, shipping and receiving activities, and other duties as assigned. The incumbent is responsible for ensuring compliance with the District's Purchasing Policy.

EXAMPLES OF DUTIES
The duties listed below are illustrative only and are not meant to be a complete, exhaustive listing of all the duties and responsibilities of the Procurement Specialist classification:

Procurement Specialist Duties:

- Receives, reviews, and processes purchase requisitions and issues purchase orders for materials, services, equipment, and supplies; evaluates and processes change orders according to District Policy.
- Places orders and negotiates with suppliers as needed; expedites purchase orders; and investigates and resolves order issues, including delivery, pricing discrepancies, and processing delays.
- Works with departments to match invoices, packing slips/receipts, purchase orders, and solve problems as they arise.
- Analyzes requisitions to verify completeness and accuracy; confers the requesting department to ensure that information is correct, that order parameters are understood, and provides information regarding products and suppliers.
- Obtains verbal or written price quotations as requested.
- Compare available goods with industry trends to verify appropriate pricing.
- Coordinates with suppliers or contractors as needed for onsite meetings or work.
- Maintains inventory of materials and supplies.
- Maintains an inventory of standard Personal Protective Equipment as directed; maintains list of First Aid and Safety supplies; coordinates with District to ensure personal and safety equipment complies with policy standards.
- Prepare accurate reports and other written material to assist account and project managers in monitoring budgets.
- Uses maintenance program and software to update work orders for asset cost tracking.
- Assists with the auction or disposal of surplus equipment, materials, and supplies.

Typical Physical Activities:

- Operate District vehicles and equipment in fulfillment of duties.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.
- Stoops, kneels, crouches, crawls, and climbs during work.
- Works in an environment exposed to dust, dirt, poor air quality, and temperature changes between cold and heat.
- Must be capable of sitting for long periods while operating a keyboard.
- Communicates verbally with District staff in face-to-face and one-on-one settings and writing when necessary.
- Regularly uses a telephone for communication.

- Use office equipment such as computers, copiers, and facsimile machines.
- Stands and walks for extended periods.
- Hearing and vision within normal ranges with reasonable accommodation and proper protection.
- Exposure to lubricants, cleaning solutions, and chemicals.

EMPLOYMENT STANDARDS

Knowledge of:
- Basic accounting procedures.
- Principles and practices of purchasing and procurement.
- Basic inventory control procedures.
- Basic arithmetic.
- Operation and maintenance of stockroom equipment.
- Use of hand tools and some minor mechanical equipment.
- Modern office methods, procedures, and equipment, including standard office computer software and database programs, including the Microsoft suite of Programs (Word, Excel, Outlook).
- Common public relations courtesies, practices, and techniques.
- The use of a modern CMMS.
- Proper work safety standards.

Ability to:
- Operate motor vehicle and forklift.
- Perform heavy manual work in lifting and moving stock and supplies.
- Use computers, applicable software, and other office equipment to perform job duties.
- Effectively coordinate work efforts with Maintenance/Construction Departments and Finance Department Staff.
- Make arithmetical calculations quickly and accurately.
- Monitor budgets.
- Keep accurate records.
- Read and interpret parts, supply catalog, and order parts and supplies according to procedures.
- Perform a variety of complex purchasing support assignments.
- Effectively represent the District's purchasing functions with vendors, tactfully resolving problems and concerns over shipments and items received.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, customers, and the public.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Required Certification/Education/Experience/License:

- Certification:
  - Completion of a Microsoft Specialist (MOS) certification in Excel offered by Microsoft Corporation.

- Education:
  - Completion of an Associate's Degree from an accredited college or university in Accounting, Finance, Economics or other closely related program or equivalent experience

- Experience:
  - Two years of experience in finance, inventory control, warehouse keeping, and/or purchasing responsibility that demonstrates possession of the knowledge and abilities listed above.

- License:
  - Possession of a valid California Class C Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.