

Alameda County Office of Education

JOB TITLE: Purchasing Specialist (Range 16 CSEA)

JOB SUMMARY:

Provides clerical support in the purchasing of goods and services for ACOE; researches and evaluates products and prices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Edits, reviews, and processes purchase requisitions for compliance with GAAP procedures, governmental and local policies and procedures, regulations and requirements prior to printing of purchase orders; processes purchase orders.

Oversees the work of staff related to purchase requisitions and purchase orders, during requisition and ordering process.

Researches and evaluates products and makes recommendations for purchase.

Researches vendors and makes recommendations regarding new and existing vendors; may change vendors on orders due to pricing, availability, or other circumstances.

Contacts vendors regarding purchase orders, terms and conditions, and delivery options.

Prepares, secures, and evaluates quotes on goods and services; tabulates and analyzes data; recommends awards.

Provides technical support to employees related to various products received.

Trains and provides technical support to employees on the use of the automated purchasing system.

Confers with staff in determining needs, prices, availability, and delivery of purchases.

Troubleshoots and maintains automated purchasing system; maintains computer databases and master files, including purchase orders, documentation, vendor lists, and vendor profiles.

Maintains quality control of products ordered and received.

Maintains fixed assets inventory system in accordance with regulations.

Requests vendor submissions of form W-9 and assists in the preparation of 1099 tax reports.

Assists staff in interpreting and administering GAAP and Board policies, rules, and regulations in relation to purchasing procedures..

Distributes purchase orders and documents to vendors and departments.

Follows up on back orders to obtain timely delivery.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

- Read, understand, and implement regulations, procedure manuals, and instruction manuals.
- Communicate effectively with vendors and staff.
- Operate and maintain the automated purchase order system.
- Maintain database files.
- Prioritize and schedule work.
- Perform research, compile data, prepare reports.
- Interpret, explain and enforce policies and regulations.
- Meet schedules and timelines.
- Maintain up-to-date knowledge of regulations.
- Establish, maintain effective relationships.
- Operate a computer and related software.
- Prepare statistical records and reports.
- Compose correspondence independently.
- Prepare and maintain records and files.

KNOWLEDGE OF

- Goals, policies, and objectives of ACOE purchasing programs.
- Generally Accepted Accounting Principles.
- Standardized Account Code Structure.
- Education Code.
- Board policies on purchases.
- Independent Contractors guidelines.
- Vendor sources.
- Automated purchase order system.
- Basic mathematics.
- Interpersonal skills.
- Oral and written communication.
- Correct written and spoken English.
- Technical aspects of purchasing.
- Operation of computers and related software.
- Policies and objectives of assigned programs.

EDUCATION and/or EXPERIENCE

Associate's degree; two years related purchasing experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25

pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

Approved By: Personnel Commission

Approved Date: February 19, 2009