



Position: **Lead Analyst - Purchasing**  
Department: **Purchasing Department**  
Bargaining Unit: **CSEA**  
Salary: **Classified Unit Salary Schedule, Range 44**

### **DEFINITION**

Under general supervision, assign and monitor the work of buyers and other purchasing clerical staff, and apply various purchasing methods and procure a variety of school supplies, materials, services and equipment.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Director I, Purchasing or designee.

### **DISTINGUISHING CHARACTERISTICS**

These classifications are distinguished in the following ways: The Technician II - Purchasing is the entry level class in the series and assists in the clerical processing of a variety of purchasing documents. The Analyst II – Purchasing purchases a variety of school supplies, materials, services and equipment. The Lead Analyst – Purchasing assigns and monitors the work of the Analyst II - Purchasing and other purchasing clerical staff.

### **EXAMPLE OF RESPONSIBILITIES**

1. Review requisitions and prepare specifications for bidding, including projects of a complex and/or technical nature.
2. Obtain oral and written bids and prepare awards. Issue and approve purchase orders.
3. Contact and interview vendors.
4. Prepare reports and statistical data.
5. Provide training on purchasing and other related software to department staff.
6. Provide technical assistance and make recommendations to principals and department heads for the purchase of supplies and equipment.
7. Keep informed on trends and legal requirements affecting school purchasing.
8. Resolve problems with shortages and incorrect shipments. Follow up on unfilled orders.
9. Provide orientation, assignment and supervision of clerical staff.
10. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
11. Perform other related duties as assigned.

### **JOB REQUIREMENTS**

#### **Knowledge of:**

- Education Code requirements pertaining to school purchasing
- Public Contract Code, purchasing procedures, terminology, inventory control and warehousing methods
- Types of materials, supplies and equipment commonly used in a school district
- Email and calendaring programs
- Letter and report writing techniques
- Modern office methods and practices
- Apply management and budgeting principles and practices
- General first aid procedures, if assigned to a school site

#### **Work Factors:**

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.



Position: **Lead Analyst – Purchasing (continued)**

- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

- Three (3) years of accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

#### **Education:**

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

#### **License/Certificates**

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute or equivalent Clerical Assessment score.

#### **Physical Characteristics:**

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.