



## HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

### PURCHASING SPECIALIST

**JOB PURPOSE STATEMENT:** The job of Purchasing Specialist is done for the purpose of acquiring the necessary resources to support District operations; assuring that District revenue is accurately and effectively utilized; ensuring proper use of District funds; providing instruction and guidance on order processing; ensuring audit trail and reference documentation of purchases; and ensuring compliance with related bidding regulations.

#### Essential Job Functions:

- **Assists** in processing bids for potential commodities and services (e.g. development of specifications, advertising, evaluation, etc.) to ensure compliance with District, State, and Federal bidding regulations in the acquisition of supplies and equipment
- **Evaluates** requisitions, change orders, etc. to ensure proper use of District funds in the acquisition of supplies, equipment, and/or services
- **Evaluates** vendors (e.g. references, financial conditions, etc.) for the purpose of determining their capability to perform to specifications
- **Maintains** various records (vendor, purchase orders, etc.) **Monitors** purchase orders, contracts, bids, and budgetary expenditures to ensure accurate allocation of funds and/or adherence to fiscal regulations
- **Monitors** purchase orders and proposals for the purpose of expediting delivery to ensure timely acquisition and/or performance
- **Prepares** various warehouse reports (e.g. reorder, stock status, etc.) for the purpose of providing documentation and information to process orders and/or bid documents
- **Processes** orders, work orders, and requisitions for supplies, equipment, and services for the purpose of acquiring necessary resources to support District operations
- **Researches** supplies, equipment, and regulations, including evaluation of new products, to ensure conformity to regulations and budgetary guidelines
- **Responds** to inquiries for the purpose of providing information and direction, and/or referring to appropriate source for resolution
- **Trains** District and school site staff in the use of automated purchasing and tracking systems
- **Trains** other personnel, vendors, and contractors to provide instruction and guidance on ordering/processing

#### Other Job Functions:

- **Assists** other District personnel, as needed, to support them in the completion of their work activities

#### Job Requirements - Qualifications:

##### Knowledge, Skills, and Abilities:

*Knowledge* is required to perform basic math, plus algebra and geometry, for practical applications; to read a variety of manuals; to type correspondence, memos, etc., reports; to speak before groups; and to apply common sense understanding of detailed multi-step instructions in a combination of written, oral, and diagrammatic form.

*Skills* are required to perform multiple technical tasks. Specific skills include applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment; performing standard clerical procedures; planning and managing projects; preparing and maintaining accurate records; utilizing pertinent software applications; and demonstrating keyboard/computer literacy.

*Abilities* are required to deal with a level of complexity of tasks that require significant discretion, independent action, and/or judgment when working with people. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working under time constraints; lifting a minimum of 50 lbs.; and typing 35 wpm.



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**Responsibility** includes leading, guiding and/or coordinating. The resources required to perform job functions are of a moderate scope and frequent opportunity exists for significant impact (positive or negative) on the organization's mission. Work is seldom reviewed.

**Working Environment:** The job functions are generally performed in an indoor environment, requiring the following significant physical abilities: lifting, stooping, kneeling, and crouching; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

**Educational Requirements:** A high school diploma, or equivalent, is required. College-level accounting course work is desirable.

**Experience Requirements:** Two years of job-related experience within the specialized field of purchasing is a prerequisite.

**Licensing, Certification, Testing Requirements:** Fingerprint/criminal justice clearance; Tuberculosis clearance; and a valid driver's license and evidence of insurability are required.

**Revised: 3/11/2020**