|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | PURCHASING SPECIALIST |
| **REPORTS TO** | CHIEF FINANCIAL OFFICER |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7723 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| Bachelor’s Degree in Business, Accounting or a related area preferred. |
| Two years of bookkeeping, accounting, purchasing or accounts payable experience.  |

|  |
| --- |
| **POSITION SUMMARY** |
| Plans, organizes and directs the daily activities of the purchasing function; processes bids to purchase materials, equipment and services; assures that District purchases are made in accordance with applicable laws, codes and policies. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Examine requisitions and purchase orders for completeness, accuracy and clarity; verify the accuracy of item description, units and prices; obtain missing or corrected information and perform necessary calculations. |
| Input data into the computer for preparation of purchase orders; process purchase orders according to established procedures. |
| Contact vendors for information as to availability, changes in specifications, prices and other information; assist in determining sources for purchase of materials as necessary. |
| Communicate with school personnel and others; answer questions concerning pricing and availability of materials; inform school personnel of errors, changes and discrepancies and assist in the resolution of related issues as appropriate. |
| Maintain current information concerning vendors and price changes. |
| Maintain and updates computer files including additions, corrections, deletions and vendor changes. |
| Expedite orders and resolve issues with suppliers as appropriate. |
| Assist with clerical duties in support of departmental operations. |
| Purchase a variety of supplies, instruments, equipment, furniture, appliances, office supplies, musical instruments, memberships and other non-bid items; process and distribute requisitions and purchasing documents according to established procedures; reorder items under existing contracts and purchasing agreements. |
| Communicate with vendors and obtains written and telephone quotes for large requisitions; process smaller requisitions without quotes according to established procedures; compare and evaluates quotes and specifications and award orders on non-bid items. |
| Receive and process bids for excess or surplus District equipment and supplies; assist in the preparation of bid specifications and packets for a variety of bid purchases; attend bid openings and participates as directed. |
| Communicate with accounting to insure proper funding amounts, account numbers, authorization and payment; provide and receive information on purchasing-related matters with accounting, warehouse, and other District personnel and vendors. |
| Assure maintenance of current and adequate bidder lists and vendor files; assure timely and accurate production of reports and annual purchasing calendar; assure proper maintenance of files in accordance with established record retention policies. |
| Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist District schools and departments with large purchase requests.  |
| Assist in all phases of 1099 processing and Fixed Asset entry and maintenance. |
| Coordinate and implement District inventory procedures. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Knowledge of database maintenance basic concepts, procurement laws and purchasing guidelines and policies. |
| Ability to perform accurate data entry. |
| Strong organizational skills and proven ability to communicate effectively both orally and in writing.  |
| High detail orientation; self-directed; able to work in a fast paced environment; skills in problem solving and decision making. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions.  |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.  |