

JOB DESCRIPTION
Nogales Unified School District #1

SPECIALIST PROCUREMENT

Purpose Statement:

The job of SPECIALIST PROCUREMENT is done for the purpose/s of acquiring the necessary resources to support district operations; ensuring effective and efficient use of public funds; providing instruction and guidance on order processing; ensuring audit trail and reference documentation of purchases; and ensuring compliance with procurement and contract law.

This job reports to FINANCE DIRECTOR

Essential Functions

- Coordinates district travel arrangements for the purpose of ensuring effective utilization of budget funds.
- Evaluates requisitions, change orders, bids, etc. used in the acquisition of supplies, equipment and/or services for the purpose of ensuring proper use of district funds.
- Issues limited purchase orders for the purpose of facilitating on-site ability to acquire required supplies and/or equipment.
- Maintains a wide variety of fiscal information, files and records and responds to inquiries (e.g. purchase orders, quotations, vendor contracts, bid documents) for the purpose of providing up-to-date reference and audit trail for compliance.
- Negotiates with vendors for the purpose of ensuring purchases are within district requirements.
- Performs internal audits of district departments and internal accounting controls as requested for the purpose of monitoring budget expenditures.
- Processes purchase orders and related documents for the purpose of disseminating information to appropriate parties.
- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of ensuring conformity to regulations and budgetary guidelines.
- Responds to inquiries for the purpose of providing information and direction as may be required.
- Supervises required processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support district operation.

Other Functions

- Assists other personnel (e.g. computer training) for the purpose of supporting them in the completion of their work activities.
- Back-up to various positions in the Business Office for the purpose of ensuring services are available during leaves and/or vacation periods.
- Maintains automated vendor database for the purpose of ensuring the ability to issue bid announcements to appropriate sources.
- Maintains contracts for the purpose of ensuring ongoing availability of goods/services per the contract and adherence to contract terms and conditions.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares requisitions for the Business Office for the purpose of to ensure supplies are received in a timely manner and within budget.

- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment
 performing accounting procedures
 preparing and maintaining accurate records
 using pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: computer operation/skills
 excel software program
 office methods and procedures
 pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities
 communicating with diverse groups
 maintaining confidentiality
 meeting deadlines and schedules
 working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 10