



PROCUREMENT SPECIALIST 1

Job Code: 149ABE
Bargaining Unit: 01
Effective Date: 4/12/2005

Description of Work

General Statement of Duties

Performs entry-level procurement work assisting in all phases of purchasing goods and services that require limited research and analysis; and performs related duties as required.

Supervision Received

Works under the general, technical, and administrative guidance of a value analyst or unit supervisor.

Supervision Exercised

May provide some technical supervision over clerical staff as assigned.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Assists with purchasing, or purchases, materials, supplies, equipment and services for the District in accordance with state statutes and district policies.

Reviews requisitions to evaluate product, performance, and service needs and clarifies purchase requirements with customers. Researches current information on commodities, market conditions and vendor sources.

Prepares or approves bid specifications of limited complexity.

Publicizes proposed procurements.

Publicly opens, records, analyzes and evaluates bids for proper award.

Evaluates products and the performance capability of the vendors.

Prepares written Request for Bids, Requests for Proposals and Authorizations for Order for open end contracts.

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Typical Duties Performed (continued)

Solicits potential sources of supply and price, including small businesses and minority and female owned businesses as appropriate.

Awards contract to vendor; prepares purchase order and assures that all proposal requirements have been met.

Performs or assists on special purchasing projects as assigned.

Researches purchasing issues and writes summary reports.

Advises users of market conditions and current and future trends to develop inventory control and to aid in the drafting of proper specifications.

Participates in implementation of the computer system including input of vendor information, requisitions, purchase orders and accounting information.

Initiates Compliance Verification, Purchase Orders, Administrative Orders, Requests for Contracts and Award Letters.

Meets with vendors for mutual discussion of products and procedures.

Acts as liaison between user and supplier to resolve deficiencies in delivery, product, or services.

Attends cooperative purchasing meetings and professional organizational meetings.

Knowledge, Skills, and Abilities

Some knowledge of government operations as they pertain to purchasing.

Some knowledge and understanding of purchasing statutes, regulations, policies and procedures.

Some knowledge of commercial supply sources.

Some knowledge of common business, industrial and trade practices.

Some knowledge of formal contract procedures.

Some knowledge of, and ability to deal with, vendors to ensure adequate and timely response to purchasing needs.

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Knowledge, Skills and Abilities (continued)

Working knowledge of computer spreadsheet, database, and wordprocessing applications.

Strong organizational skills.

Considerable ability to communicate effectively, in-person, by telephone and e-mail and in other written form as needed.

Considerable ability to handle multiple tasks.

Considerable ability to perform work that requires attention to detail.

Working ability to organize work projects and perform duties within time constraints.

Working ability to work independently.

Some ability to research purchasing issues, evaluate information, and prepare summary reports.

Minimum Qualifications

High school graduation and two years of experience at the Clerk 3 level, or equivalent, which included coordinating purchases for a division or department and providing research on suitable products or vendors as one of the primary duties.