

SANTA CRUZ COUNTY OFFICE OF EDUCATION

PURCHASING ASSISTANT

DEFINITION

Under direction, to perform a variety of technical duties involved in coordinating the County Office of Education's centralized purchasing program in concert with the Assistant Superintendent of Business; responsible for the cost effective procurement of supplies, equipment, materials, and services for the County Office in accordance with established codes, regulations, requirements, and standards; and to serve as liaison between suppliers, County Office officials, employees, school districts, and the general public.

SUPERVISION EXERCISED

Exercise no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review requisitions for the acquisition of equipment, supplies, and services for County Office needs; monitor purchases to ensure compliance with established codes, regulations, requirements, policies, and procedures.

Assist in development and preparation for approval of bid and RFP specifications; assist in determining need for bid, payment, and performance bonds; assist in preparing, securing, and evaluating bids; recommend contract awards; resolve contract language.

Develop and maintain current catalogs, commodity files, and bidders' mailing lists; coordinate supplier presentations on new products and processes; maintain CASBO purchasing resource library.

Interview suppliers to evaluate vendor qualifications; evaluate quality and price of products to judge suitability of goods and alternatives offered.

Act as a liaison between County Office and suppliers; communicate concerns and problems to suppliers; resolve merchandise complaints; negotiate adjustments to purchase orders and change orders.

Prepare and send notifications to administration, employees and vendors regarding purchasing deadlines, subject to approval.

Research and analyze the purchasing market according to seasonal trends.

Coordinate maintenance contracts for office equipment.

Coordinate cooperative purchasing for local school districts as required.

May represent the County Office in dealing with representatives of vendors, suppliers, and contractors.

Prepares and issues purchase orders, order items as directed and required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Maintain a variety of records and files; prepare financial and statistical reports relating to purchasing activities and expenditures including federal and state reports; compose correspondence and memoranda.

Monitor commodity standards for compliance with school hazardous material regulations; coordinate disposal of hazardous material utilizing EPA standards and guidelines.

Assist in monitoring market prices and trends; analyze and perform cost-value evaluations relating to lease, lease-to-purchase, or rent alternatives.

Develop, plan, and implement a recycling program for supplies and equipment; serve as recycling coordinator in contact with outside agencies.

Analyze, evaluate, and modify purchasing methods and procedures; design, implement, and maintain cost effective procurement procedures; recommend procedures and policies for warehouse and inventory control.

Train, advise, and guide employees in the use of established procurement procedures and forms including legal and technical specialized contract development.

Maintain capital assets inventory.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public purchasing by specification, negotiation, and public bidding.

Principles and procedures of inventory control, specification writing, and contract administration.

Pertinent federal, state, and local laws, codes, and regulations.

Commodity markets, prices, and sources of supply.

Types of supplies, materials, commodities, and services commonly used in educational institutions.

Principles and practices of bid processing.

Principles and practices of recycling and hazardous materials handling, storage and disposal.

Budgeting and accounting principles and practices.

English usage, spelling, grammar and punctuation; principles of business letter writing, record keeping, and statistical reporting.

Knowledge of (Continued):

Modern office procedures, methods and computer equipment.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Safe driving principles and practices.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Coordinate a centralized purchasing program for the County Office of Education.

Interpret and apply pertinent policies, procedures, laws, codes, and regulations.

Perform mathematical and statistical computations quickly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work under limited supervision within a broad framework of standard policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the two years of college course work in purchasing, business administration, public administration, or a related field.

Experience:

Two years of increasingly responsible experience in purchasing. Experience in a school district or other public agency is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: October, 1998.