

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

PURCHASING AGENT

Definition

Under direction, arranges for purchase of supplies, materials and equipment in assigned categories; to perform specialized clerical work involving the review and processing of requisitions, the preparation of bid and purchase order forms and the pricing and ordering of supplies and equipment; and to do related duties as required.

Responsible to

Assistant Superintendent, Business Services

Examples of Duties

1. Receives, reviews and processes purchase requisitions, checking for accuracy, completeness and authorized signatures.
2. Authorizes emergency pick-up orders.
3. Maintains service contract files.
4. Develops specifications, obtaining quotations and bids.
5. Evaluates and selects materials to replenish or expand District stock, maintaining a stock level consistent with meeting school requirements and within limitations of storage facilities.
6. Determines purchasing methods to be used on assigned requisitions.
7. Consolidates and coordinates purchases.
8. Checks items on quotations or bids for correctness and rectifies any errors before purchase orders are written.
9. Analyzes bids received and determines lowest responsible bidder.
10. Performs routine functions involved in selection of vendors and awarding of contracts.
11. Maintains primary and alternate vendor lists.
12. Advises schools and departments as to current purchasing practices, use of forms, and legality of purchases.

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13. Schedules the repair and maintenance of equipment.
14. Interviews sales representatives and maintain good vendor relations.
15. Advise vendors on school District Policies and procedures.
16. Answers questions and gives out information related to the procurement of supplies and equipment.
17. Researches, composes and prepares a variety of reports and memoranda.
18. Keeps purchasing records and prepares reports.
19. Performs a variety of complex clerical duties related to purchasing function.
20. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Correct English usage, spelling, grammar and punctuation.
2. Principles, practice rules, regulations and legal requirements of public or school District purchasing and financial record keeping.
3. General materials and commodities used in the District.
4. Methods and terminology used in financial clerical work including data processing operations.
5. Sources of purchasing information.
6. Modern purchasing and stores procedures, including; receiving, inspecting, storing and distributing materials.
7. Modern office practices and procedures.
8. Data processing terminology.

Ability to:

1. Maintain high ethical standards.
2. Interpret general laws, rules and regulations affecting District purchases.

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3. Understand and carry out assigned work with minimal supervision.
4. Prepare bid documents and develop specifications.
5. Review purchase requisitions and effectively purchase a variety of supplies and equipment.
6. Read, analyze and understand a variety of written and technical materials.
7. Perform complex record keeping clerical work independently.
8. Post data and make arithmetical computations rapidly and accurately.
9. Proficiently operate standard office appliances, such as typewriter, calculator, and computer terminal.
10. Respect the privacy and/or confidentiality of information.
11. Assign and supervise the work of others.
12. Understand and carry out and give oral and written instructions.
13. Establish and maintain cooperative working relationships with vendors and others contacted in the course of work.

Training and Experience

1. Equivalent to completion of the twelfth grade, supplemented by college courses in purchasing or business administration, or a closely related field.
2. Three years of responsible experience in purchasing activities, preferably including some supervisory experience in public or school purchasing.

Licenses

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: April 1981
Job Description Revised: July 16, 1990
Job Description Revised: September 17, 1990