

Operations Purchasing and Inventory Specialist

Purpose Statement

The job of Operations Purchasing and Inventory Specialist is done for the purpose/s of providing support to operations department activities with specific responsibility for implementing purchasing activities in compliance with mandated requirements; overseeing daily activities; responding to a range of inquiries regarding processes or bid status; and achieving department objectives and goals within budget.

This job reports to the Director of Operations.

Essential Functions

- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Evaluates order and bid documentation for operations department (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Issues purchase orders, etc. for the purpose of completing purchasing processes in accordance with established procedures.
- Maintains an approved hardware, software and supply list for purchasing for the purpose of ensuring efficiency and standardization by all district staff.
- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vender files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations.
- Oversees 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.
- Participates in department meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Partners with district staff on operations purchases for the purpose of ensuring the best method for procurement and that all needs have been identified and met through the purchasing process.
- Prepares and facilitates Request for Bid (RFB), Request for Proposal (RFP), Request for Information (RFI) and Request for Quote (RFQ) processes for the purpose of ensuring competitive pricing, compliance and that all requirements are clearly understood.

- Prepares bids, quotes and contracts for vendor performance/compliance within established limits for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Assists with planning budget for operations department.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships; and customer service. Excellent oral and written communication skills are required.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; federal and state purchasing regulations; education code; and budget management and accounting; business telephone etiquette; concepts of grammar and punctuation; and practicing cultural competency while working collaboratively with diverse groups and individuals. Considerable knowledge of purchasing methods and procedures. Working knowledge of sources of technology supplies, price trends and grades or quality of materials and equipment. Proficient knowledge of technology tools and resources.

ABILITY is required to schedule activities and/or meetings; often 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 defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation

of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality. Ability to prepare Request for Bid (RFB), Request for Proposal (RFP), Request for Information (RFI) and Request for Quote (RFQ) processes. Ability to establish and maintain effective working relationships with staff and vendors. Ability to maintain purchasing and inventory records.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area preferred.

Required Testing

Job-Related Skills Proficiency Test

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt