

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

PURCHASING COORDINATOR

DEFINITION

Under direction, to perform responsible functions in assisting the Assistant Superintendent in the coordination of the purchasing and inventory control operations of the district: to perform technical professional-level purchasing duties in the acquisition of a broad range of equipment, services, supplies, and materials according to established guidelines and legal requirements; and to perform related work as required.

EXAMPLES OF DUTIES

- The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.
- Investigate sources of supply, interview vendors, and analyze prices and market trends to determine best source of supply. E
- Obtain bids by telephone, letter, personal contact, and formal bid procedures. E
- Develop and prepare bid specifications and requests for proposal for a variety of purchases of goods and services. E
- Conduct bid openings, analyzes bids and quotations, verify compliance with legal requirements and prepare bid result reports, recommend to business manager the award of contracts and placing of purchases; notify vendors of award. E
- Analyze incoming requisitions for completeness, accuracy, and compliance with purchasing requirements and district policy. E
- Process purchase orders (PO's) and assign PO numbers. E
- Purchase supplies, equipment, materials, and services for district schools and departments. E
- Maintain inventory of warehouse stock, prepare inventory reports, post purchases and deliveries, maintain and distribute warehouse catalog, and prepare warehouse forms and documents. E
- Initiate purchasing justification documents; verify financial and statistical data; make arithmetic calculations. E
- Review standing purchase orders for renewal.
- Type various forms such as invoices, specifications, reports, purchase orders, and requisitions, input data into computer terminal. E

- Maintain current bidder lists and catalog library.
 - Attend meetings of purchasing professionals and other purchasing related meetings and workshops; travel to vendor shows and demonstrations. E
 - Assist in the research and development of and recommend purchasing policies, procedures, standards, and methods according to district needs and legal requirements. E
 - Provide information and assistance to district personnel regarding purchasing needs, procedures, and problems. E
 - Monitor telecommunications services, problems, and repairs. E
 - Perform related work as assigned. E
- * **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED

Possession of a valid and appropriate California Driver’s License is required.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position, A typical qualifying entrance background is experience performing responsible professional-level purchasing experience, preferably including experience at the K-12 public education level.

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Public purchasing procedures, practices, methods, and terminology • Supply, material, and equipment sources and vendors • Requirements of technically acceptable specifications and contracts • Computerized purchasing and inventory record maintenance systems • Expediting procedures • Oral and written communication skills • Interpersonal skills using tact, diplomacy and courtesy 	<p>Ability to:</p> <ul style="list-style-type: none"> • Purchase a broad range of goods and services in a cost effective and efficient manner • Perform complex and varied purchasing and inventory control efficiently and accurately • Interpret market prices and trends • Interpret, apply, and explain district purchasing-related policies and procedures and legal requirements • Communicate effectively orally and in writing • Prepare purchasing-related reports • Operate a computer terminal and applications software to word process, create databases, and spreadsheets, and develop graphics for reports
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	<p>Ability to: (cont.)</p> <ul style="list-style-type: none"> • Read, analyze, and understand a variety of written and technical materials • Make arithmetic calculations with speed and accuracy • Review and verify written and statistical records • Compose written communications independently • Follow oral and written instructions • Establish and maintain effective and cooperative working relationships with others
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PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 2 feet</p> <p>View a computer screen for prolonged periods</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read technical manuals</p> <p>Monitor computerized warehouse inventory</p> <p>Process purchase orders and maintain warehouse records</p> <p>Safely operate a vehicle</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p> <p>Understand speech during public meetings, have tolerance of noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Obtain bids</p> <p>Attend workshops and vendor shows</p>

<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Communicate with staff and vendors; provide information to district personnel</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, and use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Perform data entry</p> <p>Reach for reference material</p> <p>Safely operate a vehicle</p>
<p>Lower Body Mobility:</p> <p>Walk on even surfaces</p> <p>Sit for prolonged periods of 2 hours</p>	<p>To perform tasks such as to:</p> <p>Perform duties in an office setting</p> <p>Process purchase orders</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 5 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Pick up reference books</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Answer phone calls</p> <p>Perform assigned duties</p> <p>Obtain bids</p> <p>Perform duties in an office setting</p>
<p>Mental Requirements:</p> <p>Read, write, understand interpret, and apply moderately complex information</p> <p>Math skills at high school level – make calculations</p> <p>Comparing</p> <p>Compiling</p>	<p>To perform tasks such as to:</p> <p>Prepare purchasing contracts</p> <p>Obtain competitive pricing</p> <p>Prepare warehouse catalog</p> <p>Schedule warehouse deliveries</p>

Mental Requirements: (cont.)	To perform tasks such as to:
Coordinating	Recommend vendors
Judgment	
Learn quickly and follow procedures and standards	Perform assigned duties
Decision-making	Coordinate purchasing with limited supervision
Place information in order of importance	Schedule daily work
Listen	Understand staff concerns

Other Conditions of Continued Employment:

- Demonstrate fluency and literacy in English
- Use personal automobile in the course of employment
- Provide proof of automobile insurance which conforms to district requirements
- Obtain and maintain in current status the licenses and certificates listed on the class specification
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Personnel Commission approved: 9/95

Board adopted: 10/25/95

Retyped 2000 – A. Kahler

PR – 3.7.02 – K. Hall