

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PURCHASING SPECIALIST I

POSITION: Purchasing Specialist I

REPORTS TO: Supervisor of Accounting, Auditing and Procurement

LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is technical and specialized work in the volume purchasing of equipment, materials and supplies. Work involves detailed duties in the requisitioning and purchase of supplies and equipment. Work is performed under the general supervision of the Supervisor and requires the use of independent judgment and initiative in the preparation and review of specifications, the receipt of bids or quotations, and the checking of bills, invoices and foods against specifications. Performance of these duties requires knowledge of SMCPs purchasing policy and procedure.

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Place Purchase Orders through enterprise procurement system;
- Ensure policy and procedures are consistently met through purchasing system;
- Analyze prices to ensure company pricing is met or report on any changes to master data files that may be needed;
- Ensure requested timing on materials is met by suppliers. Advise on delivery delays to requestors as soon as delay is noted;
- Ensure all purchased materials are on time, and at acceptable quality levels. Generate action plans when criteria are not met;
- Contact suppliers for the purpose of verifying information and/or responding to inquiries;
- Maintains documents, files and records (e.g. bids, purchase orders, supplier files, etc.) for the purpose of providing up-to-date data and audit; and
- Other duties as required.

QUALIFICATIONS:

- Prior experience with data analysis using an enterprise purchasing system;
- Demonstrated track record of motivation and success;
- Considerable knowledge of purchasing methods and procedures and of the techniques of specification writing;
- Considerable knowledge of a variety of office, technical, and maintenance supplies and materials, the best sources, and appropriate prices for the procurement of such goods;
- Considerable knowledge of methods of analyzing supplies and materials;
- Some knowledge of the application of bookkeeping principles and methods of the keeping of procurement records;
- Interpersonal skills to develop and manage relationships with internal customers and suppliers;
- Experience with Purchase Orders creation and management through electronic purchasing system;
- Understanding of business and supply chain terminology;
- Systems knowledge including Microsoft Outlook, Work, PowerPoint and Excel. Preference for strong Microsoft Excel experience;
- Ability to think strategically with excellent quantitative skills;
- Strong analytical and problem solving skills;

- Proven record of results based performance;
- Detailed oriented and able to multi-task. Time management skills with the ability to prioritize as necessary; and
- Ability to work as part of a team, yet also work independently.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 16.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP