

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

POSITION: Purchasing Specialist

REPORTS TO: Procurement Coordinator

LOCATION: Department of Fiscal Services

NATURE OF WORK:

The Purchasing Specialist is responsible for supporting operations of the purchasing office within the Department of Fiscal Services. Under direction of the Procurement Coordinator, performs a variety of complex fiscal and purchasing-related tasks and applies accepted policies and/or procedures to the preparation of purchase orders and the maintenance of purchasing records. Monitors purchasing activities in order to ensure compliance with existing policies and to identify opportunities for cost savings. Works closely with vendors and St. Mary's County Public Schools staff to facilitate the purchase of supplies, equipment and services according to established procedures.

ESSENTIAL FUNCTIONS:

- Provides technical leadership in planning, coordinating and controlling the central purchasing activities for the school system;
- Ensures system compliance with Board of Education of St. Mary's County purchasing policies and regulations;
- Drafts specifications for various materials and supplies;
- Researches and locates supplies, materials and equipment for staff as requested;
- Confers with vendors to obtain price quotes;
- Processes routine and emergency requisitions resulting from bids and price quotes to order supplies, equipment and services for the school system;
- Trains employees on entering requisitions in the eFinance system;
- Assists the Procurement Coordinator in the management and maintenance of the eFinance procurement workflow system;
- Assists with inventory and its public sales and reconciliation to include use and management of our account with GovDeals;
- Submits advertisements and bid documents with e-Maryland Marketplace;
- Participates in committee meetings to develop procurement plans as needed;
- Provides analysis of commodities purchased and is instrumental in providing cost savings suggestions based on product knowledge;
- Requires frequent contact with vendors and St. Mary's County Public Schools staff; and
- Performs maintenance functions on our vendor database.

DUTIES AND RESPONSIBILITIES:

- Reviews requisitions for accuracy, completeness and compliance with accepted policies and procedures;
- May prepare purchase order requisitions for authorized signatures;
- Ensures that authorized approval is received on all purchases;
- Processes purchase orders with accuracy and efficiency, confirming that it is within the available budget;
- Perform frequent financial report queries within eFinance and complex analysis to mitigate non-compliance with procurement policies and regulations;
- Communicates with vendors for quotes, product information, and pricing;

- Works with all school and office Administrators and Secretaries to procure supplies, materials, and services;
- Assist in managing the oversight of work conducted by temporary clerical staff to include Finance Academy Interns;
- Responds to inquiries from internal and external sources regarding purchasing procedures and transactions;
- Assists with the tracking of vendor spending to reconcile with contract documents;
- Assists with all bid openings, prepares bid tabulations, and ensures accuracy of supporting documents for recommendation of award of contracts;
- Researches and analyzes vendor and commodities trends;
- Trains St. Mary's County Public Schools staff in use of the Purchasing functions within the eFinance system;
- Review existing contracts for adherence to pricing;
- Assist in the analysis and tracking of purchasing thresholds to policy and regulations;
- Understands and provides ad hoc training of basic accounting and budgetary expenditure reporting;
- Maintains detailed and complex electronic filing system, producing audit documentation immediately upon request; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from a standard high school or possession of a state high school equivalence certificate, required; Associate's Degree in accounting or business preferred;
- 5 years of experience in purchasing, accounting or bookkeeping required;
- Knowledge of state and local purchasing/procurement guidelines;
- Demonstrated proficiency in the use of technology, including spreadsheet applications (Microsoft preferred) and purchasing software;
- Demonstrated proficiency in organizational skills and general math and accounting skills;
- Has the ability to produce an accurate work product;
- Has proven ability to work with a minimum of direct supervision and to carry a project to its completion;
- Has a willingness and capability to work beyond the normal workday;
- Demonstrated ability to conduct independent research and analysis;
- Ability to work effectively with all levels of school personnel, employees, vendors and the public;
- Excellent oral and written communication skills;
- Exercises good judgment in making decisions, including screening of telephone calls, composition of letters/memoranda;
- Has the flexibility to work within the Department of Fiscal Services to assist with special projects;
- Light lifting for purposes of filing and related duties; and
- Must be able to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines.

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 21.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP