

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: June 15, 2005  
Salary Schedule: 261; Row 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: PURCHASING AGENT**

**JOB PURPOSE STATEMENT:** Under administrative direction, to plan, organize and coordinate the purchasing functions, inventory, supply systems and the receiving. Performs other duties as required. Personnel in this class report to the Assistant Superintendent Business Services and are responsible for the overall operation of the purchasing department.

**JOB FUNCTIONS:**

- Plans, organizes and supervises the purchasing department ensuring that all transactions and procedures are in compliance with state law and district policy
- Supervises and coordinates the processing of all purchase requisitions and purchase orders
- Prepares specifications for supplies, equipment, and services; prepares documents for advertising and competitive bidding; evaluates bids or quotations for determination for award
- Supervises sale of surplus property and equipment
- Develops procedures, supervises and coordinates the checking of requisitions; establishes procedures for follow-up; acts as resource person for school sites and departments
- Advises on all types of purchasing and works with staff on resolution of problems related to purchasing, delivery and vendor performance
- Plans, organizes and supervises internal mail operations
- Supervises and evaluates delivery drivers, purchasing personnel, and mail delivery drivers
- Maintains current information on vendors and sources of supply; interviews vendor representatives; coordinates the demonstration of equipment and supplies; coordinates and develops standards
- Performs periodic review of vendor contracts; makes recommendations to vendors on performance and product reliability

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JOB FUNCTIONS – continued

- Supervises the development and maintenance of a fixed asset inventory system
- Facilitates purchasing procedures and techniques, purchasing transactions and follow-up
- Knows purchasing and business terminology
- Advises on a wide variety of supplies, equipment and materials used in school districts; dependable sources of such supplies
- Advises on equipment and materials; marketing practices, pricing methods, and product quality used in school districts
- Knows contract administration
- Knows principles of supervision, training and evaluation
- Knows inventory control procedures
- Communicates (written and verbal) clearly, concisely, and correctly
- Communicates effectively via e-mail and other electronic communications
- Knows and operates computer programs
- Plans, organizes and supervises the purchasing activities of a school district programs
- Learns and interpret laws, regulations, and rules affecting school district purchasing and contractual operations and apply them with good judgment
- Prepares clear specifications and legal contracts
- Schedules multiple activities
- Trains and supervises the work of others
- Establishes and maintains cooperative working relationships
- Operates office machines and equipment, including a typewriter, copier, personal computer and calculator proficiently
- Performs other duties as assigned

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**PHYSICAL ABILITIES:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

**JOB QUALIFICATIONS:**

**Education:**

- Equivalent to graduation from college with a major in business administration or a related field. Additional qualifying experience may be substituted for the education required on a year-for-year basis.

**Experience:**

- Two years successful purchasing in a school district

**Licenses, Certifications, Bonding, and/or Testing:**

- TB Clearance
- Drug/Alcohol Clearance
- Valid Drivers License
- Criminal Justice Fingerprint Clearance

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EMPLOYMENT STATUS:

- Classified Management Position