

JOB DESCRIPTION

Job Title Purchasing Specialist
Reports to Executive Director
Dept/School Procurement and School Resources

Job Title Code 437110
Wage/Hour Status Non-Exempt
Pay Grade 307
Date Revised April 02, 2025

Primary Purpose

Working under minimal supervision, the Purchasing Specialist supports the department by providing high-level clerical and secretarial duties related to the District's procurement function

Education/Certification

- High School Diploma/GED

Special Knowledge/Skills

- Excellent oral and written communication skills
- Strong computer and software skills using the Microsoft Office suite of applications with the ability to quickly master other technologies
- Familiarity with public education purchasing laws and regulations strongly desired

Experience

- Five (5) years' experience in a clerical/secretarial setting

Major Responsibilities and Duties

1. Serve as the department's point of contact for vendor setup, maintenance, and record retention in compliance with District and departmental policies/procedures.
2. Conduct compliance checks with various state and federal agencies to ensure vendors are in good standing and meeting the requirements to do business with the district.
3. Ensure that required paperwork is fully completed prior to making any changes to the vendor database in the district's financial software system.
4. Conduct periodic spot checks of the vendor file to ensure accuracy of information and take appropriate action to update any outdated/incorrect information.
5. Assist the campus/department staff with any issues related to the vendor database and work with department staff to provide guidance related to vendor offerings and current award status.
6. Ensure the department's front desk is always covered.
7. Greet visitors and answer incoming calls.
8. Maintain the District's copier rental files.
9. Maintain department staff's time report and requisition entry in the district's financial software system, as necessary.
10. Remain abreast of department operations during changes in staffing/absences.
11. Assist with special projects and District events/meetings, as needed.
12. Provide secretarial and clerical support to the Executive Director to include answering calls and recording of messages, scheduling appointments/maintaining calendar, coordinating travel, etc.
13. Provide professional, accurate and proficient support by composing and producing department documentation and correspondence, filing records, and supervising supply inventories.
14. Work under general or specific directions but perform assigned duties with considerable independence as to work methods and priority of assignments.
15. Promote positive community relations through effective communication and maintain good rapport with District employee.
16. Perform other duties as assigned by supervisor.

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Supervisory Responsibilities

None

Equipment Used

Personal computers, printer, fax machine, scanner, copier, typewriter, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending.
- Work hours will regularly occur after school and may occasionally be prolonged and irregular.
- Frequent District wide and in- and out-of-state travel.

Terms of Employment

221 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.