▪▪ **I. POSITION PURPOSE**

The purpose of the Purchasing Specialist is to ensure that best practices are adhered to in evaluating, processing and ordering all non-collection materials for the District. This is accomplished by identifying qualified vendors, the best cost/value options for purchases, maintaining accurate records and staying current on governmental regulations and current recommended practices.

▪▪ **II. RELATIONSHIPS**

The Purchasing Specialist reports to the Chief Financial Officer and works as a member of the Finance team with participation in planning and implementing appropriate procedures and programs as required. This position works with Library Supervisors to process purchasing requests and with all departments on inventory of assets. This position is skilled at developing and maintaining vendor relationships and represents the Library as a knowledgeable professional. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

▪▪ **III. PRIMARY DUTIES AND RESPONSIBILITIES**

Responsible for maintaining high ethical and professional standards in all financial duties.

Provides courteous and professional customer service to employees to ensure orders are fulfilled in a timely manner.

Identifies and selects qualified vendors who provide the best cost/value products and services. Maintains good working relationships, resolves fulfillment and shipping issues.

Oversees the on-line purchase requisition system. Follows up with requestors to obtain or clarify order details. Provides support to employees using the on-line system.

Maintains purchasing process which includes: generating purchase orders per on-line requests; evaluating orders to procure best quality, price and discounts; maintaining files and records of materials, prices and deliveries; data entry of purchasing information; reconciliation of purchase orders to invoices; account coding all invoices; corresponding with vendors for quotations and information.

Maintains capital asset records in computerized system. Assigns property tags to assets; records acquired capital assets and retirements, reconciles detail records and runs depreciation reports as needed. Under the direction of the CFO, assists with annual physical inventory of capital assets.

Maintains procurement-card program; ensures invoices match receipts; serves as contact to end users of cards and bank issuer of cards.

Responsible for keeping abreast of market trends and regulations regarding purchasing.

Prepares and reviews Request for Proposal documents and other similar documents related to the purchasing process; participates in analysis and selection. Ensures the process is in compliance with internal policies.

Cross trains to perform duties of other members of the department as necessary during absences, and maintains the highest level of confidentiality.

Creates and updates forms as needed.

Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

▪▪ I**V. OTHER DUTIES AND RESPONSIBILITIES**

Will cross-train and provide back-up coverage for other department positions.

May serve on library committees and special projects.

Performs other duties as needed.

▪▪ **V. QUALIFICATIONS**

Education and Experience:   One of the following criteria must be met to qualify for the position:

* Bachelor’s degree in Accounting, Business or a related field and one year of purchasing experience,
* Professional Purchasing Certification and two years of purchasing experience,
* Six years of experience as purchasing specialist.

Experience in public sector or business purchasing, and additional accounting experience is preferred.

Skills and Abilities:  Proficient computer skills using email, the internet, purchasing and accounting software; ability to create complex spreadsheets, reports, documents and perform internet searches. Good organizational skills, attention to detail with accurate data entry skilled are required. Excellent verbal communication, listening skills, and problem solving skills are required. Attention to detail and organizational skills are required with the ability to produce reports and maintain accurate records. Ability to function under flexible and changing conditions. Confidentiality is a must.

Physical Requirements: Must be able to properly lift objects weighing up to 50 pounds and push - pull a fully loaded cart weighing up to 200 pounds.

Other Requirements: Must be able to work a flexible schedule to meet deadlines. Must submit to and successfully pass a criminal background investigation.

Equal Opportunity Employer.