Leon County Public Schools Classification Specification

Salary Grade 29

Summary Information:

Classification Title: Purchasing Specialist **Date Prepared:** 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name		
479	Purchase Orders	Process requisitions and prepare purchase orders.
471	Request for Proposal/Bids	Prepare, issue and/or renew requests for bids and/or proposals. Make or coordinate necessary advertisements and public notices.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
472	Vendor Liaison	Coordinate purchasing activities, meet and communicate with current or potential vendors. Perform follow-up with vendors as needed.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
221A	Equipment and Supplies	Procurement of equipment and supplies.
506	Mail Processing	Sorting, stamping, and all other activities associated with mail processing.
645	Data Entry	Enter data.
646	Data Inquiry/Access	Use computer terminals to access data.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience: A.A. Degree with three year related experience; or

High School diploma or equivalent with five years related experience

Supervisory Responsibility: yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and

checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling

costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003