

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Contract Specialist

II. **Definition**

Under limited direction, serves as a lead to buyers and purchasing staff in Fiscal Services. Reports directly to the Manager, Capitol Facilities Financing.

III. **Examples of Duties**

1. Performs technical work related to the purchase and warehousing of supplies, equipment, materials and services for the District.
2. Serves as a lead to Buyers.
3. Prepares specifications for legal bids; reviews and processes submitted bids.
4. Attends bid openings.
5. Trains purchasing staff, other site and department staff on processes.
6. Reviews purchase orders prepared by site and department staff, checking for completeness, designation of account to be charged, and authorizations for purchase.
7. Monitors and develops new purchasing procedures as appropriate.
8. Maintains computerized system at year end and as new releases are implemented.
9. Provide assistance to administrators and clerical staff throughout the district regarding the principals and practices of buying, negotiating and purchasing for public schools and the laws and regulations governing school district purchasing and buying.
10. Maintains close working relationships with Fiscal Services, Technology Services and county and district employees.
11. Performs additional duties assigned by the Capitol Facilities Financing Manager.

IV. **Distinguishing Characteristics**

Ability to serve as a lead to purchasing staff and to perform complex technical work including bids, year end processes, training and implementation of new procedures and changes in legal requirements.

V. **Employment Standards**

A. Knowledge of:

1. Knowledge of the principals and practices of buying, negotiating and purchasing for public schools.
2. Knowledge of the laws and regulations governing school district purchasing policies and procedures.
3. Knowledge of information services systems.
4. Knowledge of school district operations and procedures.
5. Knowledge of data processing functions related to purchasing.

B. Ability to:

1. Ability to create an atmosphere of respect, trust and high morale.
2. Ability to effectively communicate orally and in writing.
3. Ability to establish and maintain an effective working relationship with a wide variety of people, including administration, employees, vendors and contractors.
4. Ability to oversee and coordinate the various activities of a school district purchasing department.
5. Ability to design and implement procedures.
6. Ability to work under the pressure of time constraints and cope with difficult situations in a sensitive and positive manner.
7. Ability to exercise good judgment and tact.

C. Education/Training/Experience:

High School diploma, five years of increasingly responsible experience in the areas of fiscal and/or technology, preferably two years in a public school district; or a degree in business.

VI. Specific Qualifications

Successfully pass the District's promotional clerical test and computer test.
Must have a valid California Drivers' License.

Board Date July 31, 2000

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