



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Purchasing Specialist	Location:	Business Services
Reports To:	Director of Business Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent and four years of procurement experience; or Associates degree and two years of procurement experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job in purchasing. Minimum of two years prior work experience in accounting preferred.

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- To serve as a specialized class with functional knowledge in multiple Procurement areas.
- To provide pertinent information to staff and vendors.
- Responsible for all purchasing, maintenance of contracts and vendor negotiations.
- Maintains current practices and knowledge of USFR and government procurement standards to ensure compliance requirements are met.

Qualifications

- Ability to relate well with staff, public, and vendors.
- Demonstrates computer skills/programs including word-processing, spreadsheets, database management, and different finance software systems.
- Knowledge of effective office management practices and record management techniques
- Must be extremely detailed oriented.
- Possesses skills in accounting and procurement procedures.
- Ability to communicate effectively, orally, and in writing.
- Ability to work effectively without direct supervision.
- Personal qualities associated with good human and interpersonal relations with staff and public.



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Responsibilities and Requirements

- Responsible for maintaining current standards of the government procurement process, budgets, and inventory control.
- Maintains accurate fiscal information according to USFR standards, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Responds to inquiries for the purpose of providing information (e.g., purchase orders, quotations, vendor contracts, bid documents)
- Maintains contracts to ensure ongoing availability of goods/services per the contract and adherence to contract terms and conditions.
- Processes purchase orders and related documents for the purpose of disseminating information to appropriate parties.
- Performs internal audits and monitors budget to actual expenditures.
- Negotiates with vendors for the purpose of ensuring purchases are within district requirements.
- Prepares requisitions to ensure supplies are received in a timely manner and within budget.
- Reviews and issues requisitions, change orders, bids, etc. used in the acquisition of supplies, equipment and/or services to ensure proper use of district funds.
- Maintains vendor database to issue bid announcements to appropriate sources.
- Follows Arizona law relating to procurement for bids and quotes.
- Monitors all purchasing laws for changes in procurement and is responsible for sharing changes to applicable parties.
- Maintains relocation and disposal records for all fixed assets.
- Maintains an inventory of fixed assets District wide.
- Research contracts, suppliers, equipment and regulations for the purpose of ensuring conformity to regulations and budgetary guidelines.
- Creates account codes per USFR.
- Researches and prepares reports as required by the Business Department.
- Coordinates district travel requests for ensuring effective utilization of budget fund.
- Participates in meetings, workshops and seminars to keep current in procurement job duties.
- Assists, presents, and trains other personnel on procurement procedures, services, regulations, etc.
- Issues 1099 tax forms
- Performs other duties as assigned.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.