



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Technology Purchasing & Inventory Specialist

F.L.S.A. Non-Exempt

QUALIFICATIONS: Effective oral and written communication skills
Excellent customer service skills
Considerable knowledge of purchasing methods and procedures
Working knowledge of sources of technology supplies, price trends and grades or quality of materials and equipment
Ability to prepare requests for quotes and proposals, specifications, and other purchasing documents.
Ability to establish and maintain effective working relationships with staff and vendors
Ability to maintain purchasing and inventory records.
Proficient knowledge of technology tools and resources
Ability to lift up to 40 lbs. up to a height of 4 feet

REPORTS TO: Director of Technology

TERMS OF EMPLOYMENT: Twelve month year round position with benefits provided according to Support Staff Agreement.

PERFORMANCE RESPONSIBILITIES:

1. Performs purchasing duties related to gathering, analyzing and processing requisitions in order to support informed technology purchasing decisions, purchase orders, contracts, and other related purchasing documentation.
2. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule; Prepares Purchase Orders and obtains proper authorization.
3. Gathers and compares information regarding price, quality, availability, and related information for varied services, equipment and materials; works with Director of Technology and/or appropriate Department of Technology managers to determine the method of procurement such as direct purchase, request for proposal or formal bid.
4. Prepares bids and quotes including Request for Proposal (RFP) and Request for Bids (RFB) to ensure they comply with legal and district requirements for advertised bids.
5. Assists in preparation of Board agenda items related to Purchasing/Contract/Inventory activities.
6. Manages processing of defective or unacceptable goods and services with users, vendors, and others; Assesses source of issues and seeks corrective action.

Technology Purchasing and Inventory Specialist (continued)

7. Maintains procurement records and prepares reports for items or services purchased, costs, delivery, product quality or performance and inventories.
8. Prepares bid documents, including calls for bid, general conditions, specifications, etc. for purchases requiring formal bidding procedures.
9. Maintains a variety of lists of technology materials, supplies, equipment, and other items required by the Department of Technology; maintains lists of vendors supplying said items.
10. Maintains an approved hardware and software list for purchasing by all district staff.
11. Processes all technology related purchases for all district staff. Requests accounts numbers and obtains approvals as necessary.
12. Audits all invoices to ensure correct pricing and resolves any pricing differences.
13. Ensures technology materials, equipment, tools, parts, and supplies have been properly received, unpacked, and checked by responsible group or receiving staff; places items in inventory or distributes to appropriate technology group, building or department.
14. Responsible for inventory control and counts: maintains proper inventory levels and determines best items to keep in inventory versus purchasing from vendors as needed, supervises the dispensing of merchandise, takes physical inventory quarterly for Department of Technology; inventory includes items such as cables, computers, technology accessories and various parts.
15. Maintains supply and inventory storage areas in a neat, organized, and orderly fashion.
16. Coordinates disposal of surplus equipment materials and assist in preparation of Board agenda items related to Purchasing/Contract/Inventory activities.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Attend meetings and training as required.
2. Other duties as assigned.

Created 10/15