



**Job Title:** Purchasing Specialist

**Reports To:** Immediate Supervisor

**Prepared By:** The Division of Human Resources

**Board Approved Date:**

**Pay Grade Range:** CLH02 to CLH03

**Summary:** The Purchasing Specialist performs various clerical, stenographic and purchasing duties. This individual must have the ability to exercise judgment in making decisions in accordance with policies and practices of the department and to work directly with employees and the public. This individual will also be involved in developing and refining his/her own routine as well as assisting with the work of other clerical duties in the department.

**Essential Duties and Responsibilities:**

- Expedites purchase orders to ensure that orders are completed timely and accurately
- Performs technical clerical tasks as well as completes final drafts from rough drafts.
- Assists in preparing requisitions, using proper department codes, and other essential data.
- Performs administrative tasks requiring exercise of independent judgment; organizes, develops and revises office and clerical procedures.
- Examines and verifies documents and reports for completeness and accuracy of computations summarizing information to facilitate review in a timely fashion.
- Establishes and maintains records in purchasing transactions.
- Establishes and maintains documentation for policies and procedures, qualified vendors, and qualified products.
- Processes requisitions to purchase orders and keys change orders as needed.
- Trains other school system personnel on the use of employee data system for on-line and hand written requisitions.
- Checks and codes all handwritten requisitions to enter on-line.
- Answers vendor calls regarding payment of invoices and researches vouchers.
- Confers with system personnel and vendors to provide information and resolve routine issues.
- Receives telephone or other informal quotations of a routine matter.
- Acts in an independent manner in placing orders for material or services.

**Other Duties:**

Other duties as assigned that are related to the functions of the position.

**Essential Functions/Qualifications/Requirements:****Education and Experience:**

This position requires an Associate's degree plus one year of clerical experience. The degree requirement may be substituted for a high school diploma/equivalency plus five (5) years of stenographic and/or purchasing experience including proficiency in typing at least fifty (50) words per minute, adequate skill in operation of calculators and the ability to work with figures accurately. Computer skills should include, but not limited to, Microsoft Word and Excel. Individuals must have the ability to learn new computer systems in order to work effectively in the current Purchasing software.

**Work Environment Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**Technological Abilities:**

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0



years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.