



Authorize stock and non-stock purchases; determine best source of supply and price; clarify shipping and payment details; trace shipments, and expedite delivery as needed; drive a vehicle to conduct work; lift light objects. **E**

Negotiate price, specifications, conditions of delivery and other related issues as necessary or appropriate. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years business or purchasing experience, including one year of experience in the purchase of supplies and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver's license and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

Lift light objects according to safety regulations.  
Perform computational tasks with speed and accuracy.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and warehouse environment; constant interruptions; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist; lift and carry up to 50 pounds; push and pull up to 50 pounds; stand for extended periods of time; walk on uneven surfaces; operate a vehicle; use tools and equipment; communicate with others; and perform other physical tasks as required by the job.