



October 2018  
FLSA: NON-EXEMPT  
CLASS CODE: 90210

## **BUSINESS SERVICES SPECIALIST**

### **DEFINITION**

Under general supervision, performs professional procurement work, including purchasing a variety of materials, services, supplies, and equipment according to Court purchasing policies and practices and requisition specifications, ordering and accounting for inventory and supplies, and providing administrative assistance to the Business Services Manager in the areas of facilities and security; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Business Services Manager. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class that performs the full range of departmental purchasing and procurement activities and programs. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires thorough knowledge of governmental procurement practices and procedures, purchasing, and formal and informal bid processes. This class is distinguished from the Business Services Manager in that the latter is responsible for the management of all activities of the Business Services Division including Purchasing and Procurement.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Procures supplies, materials, services, and equipment for the operation of the Court, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met.
- Reviews, examines, and processes requisitions for commodities; coordinates with department managers and supervisors to determine if items specified are suited for department needs.
- Develops, reviews, and processes purchase orders to ensure compliance with established purchasing procedures, and to confirm funding availability.
- Compiles specifications for bidding purposes; prepares drafts of bid and proposal invitations; obtains formal and informal bids; reviews and analyzes bids; makes recommendations regarding bid awards; maintains related files.
- Provides information and guidance to Court departments regarding their purchasing needs, specifications for services, supplies, and equipment.
- Prepares financial analyses and cost comparisons to determine the cost-effectiveness of acquiring equipment and services for the Court.
- Confers with representative of manufacturing and commercial firms; obtains quotes for items; researches suitability, availability, quality, and price of equipment, services, and supplies.

- Evaluates product usage trends; forecasts Court needs and projects costs; evaluates available products and services from various sources; and develops procurement solutions.
- Maintains good working relationships with vendors/contractors; assists in the development and administration of vendor/contractor agreements; assists in negotiating terms and conditions of contracts; maintains related files and databases.
- Receives and responds to inquiries from other employees and vendors regarding procurement policies and procedures.
- Makes recommendations for modifications in procurement policies and ordinances as appropriate.
- Assists with coordinating Court facility related repairs and issues as needed.
- Performs general office/administrative work as necessary, including typing reports and correspondence, entering data into the computer and generating computer reports, backing up computer files, answering the telephone, copying and filing documents, sending and receiving faxes, processing mail, and assembling materials.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to municipal operations.
- General principles and practices of data processing and its applicability to purchasing and Court operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to Court purchasing operations.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

### **Ability to:**

- Research and utilize data and information to achieve cost effective results.
- Advise and explain purchasing policies, procedures, and standards.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations regarding procurement functions.
- Review and verify accuracy of data.
- Prepare basic budgetary and financial analyses.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college or university with major coursework in business or public administration, procurement, accounting, finance, or a related field and two (2) years of responsible purchasing, inventory control, administrative and/or analytical experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a Certified Public Purchasing certificate is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.