

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Provisioning Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified
FLSA:	Non-exempt	SALARY GRADE:	046 OTBS
ISSUED:	September 11, 2007		

BASIC FUNCTION:

Plan, develop, coordinate and monitor the purchase, delivery, and installation of furniture, fixtures, equipment, and supplies to new schools, remodels, additions, portables, libraries, science rooms, special projects, administrative offices and other District facilities; lead, train, and direct the work of Provisioning Specialists; assist staff with complex provisioning packages.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

E = Essential Functions

Perform administrative detail related to the purchase, delivery and installation of furniture, fixtures, equipment, and supplies to new schools, remodels, additions, portables libraries, science rooms, special projects, administrative offices and other District facilities. **E**

Lead, train, and direct the work of Provisioning Specialists within the unit; assist staff with complex provisioning packages. **E**

Collaborate with various levels of District personnel, including administrators, school office personnel, project managers, and outside vendors to establish and develop furniture and equipment standards, templates, and provisioning lists. **E**

Review blueprints and construction contracts to plan and develop provisioning package. **E**

Attend and participate in planning meetings for new school and other District facility provisioning needs. **E**

Initiate complex requisitions with explicit ordering specifications. **E**

Submit, track and monitor budget forecasts and allocations pertaining to and including requisitions and requests for maintenance service and information technology service requests. **E**

Obtain price quotations as necessary. **E**

Track and monitor purchase orders released for initiated requisitions. **E**

Plan and coordinate the delivery and installation of furniture, equipment and supplies. **E**

Monitor and coordinate facility utilities requirements for furniture and/or equipment to accommodate program needs. **E**

Liaison with various departments and vendor accounts to expedite installations. **E**

Operate a computer to enter data and extract a variety of data. **E**

Organize and maintain files, records, forms, requisitions, purchase orders, and other related documents. **E**

Operate standard office equipment. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and five years of recent, related work experience involving inventory, recordkeeping, warehousing or furniture, fixtures and equipment acquisitions.

LICENSES AND OTHER REQUIREMENTS: Possession of a valid California Driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Furniture, fixture and equipment nomenclature.

Furniture and equipment requirements for educational facilities.

PeopleSoft eProcurement, purchasing and asset management modules.

Equipment inventory practices and procedures.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

Read, apply, and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting; travel to all district sites and new construction sites.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6657

Issued: 9.11.07

JB