



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:

