



# We are pleased to announce that we are seeking qualified applicants for the position of **SENIOR REGIONAL PURCHASING SPECIALIST**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1** Senior Regional Purchasing Specialist  
40 hours/week, Mon-Fri, 250 days/year

**LOCATION:** High Desert Regional Education Center, Redmond

**START DATE:** December 6, 2021

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$23.17/hr  
Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution

**QUALIFICATIONS:** **DEFINITION**  
The Sr. Purchasing Specialist performs complex and highly responsible purchasing and accounts payable functions for the ESD and contracted school districts.

### QUALIFICATIONS

This position requires at least a high school diploma or equivalent, three years specialized experience and demonstrated competency in public purchasing and accounts payable practices. The person in this position must be highly capable in the use of common business software applications such as Excel, Word and Google applications. The position requires professional integrity, a high level of organization skills, attention to detail and accuracy, the ability to work within schedules and multiple deadlines, the ability to complete assignments with minimum supervision while maintaining a courteous and helpful attitude at all times. Strong communication skills with the ability and desire to work in a team environment. The ability to perform significant reaching, bending, stooping, crouching and lifting. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

*Any other combination of education and experience which demonstrates the applicant is likely to possess the skills, knowledge and abilities will be considered.*

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Closes 5:00pm, Tuesday, November 23, 2020

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Rochelle Friend, 541.693.5623, [rochelle.friend@hdesd.org](mailto:rochelle.friend@hdesd.org)

### A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org))

### DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 11/16/2021

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DIRECTOR OF HUMAN RESOURCES  
Posting # C21-22/142

# **SENIOR REGIONAL PURCHASING SPECIALIST**

**Definition** The Sr. Purchasing Specialist performs complex and highly responsible purchasing and accounts payable functions for the ESD and contracted school districts.

**Qualifications** This position requires at least a high school diploma or equivalent, three years specialized experience and demonstrated competency in public purchasing and accounts payable practices. The person in this position must be highly capable in the use of common business software applications such as Excel, Word and Google applications. The position requires professional integrity, a high level of organization skills, attention to detail and accuracy, the ability to work within schedules and multiple deadlines, the ability to complete assignments with minimum supervision while maintaining a courteous and helpful attitude at all times. Strong communication skills with the ability and desire to work in a team environment. The ability to perform significant reaching, bending, stooping, crouching and lifting. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports to** Chief Financial Officer

## **Performance Responsibilities**

1. Manages the purchase order processing system and the purchase card program
2. Reviews invoices, statements and shipping documents to ensure accuracy and completeness
3. Produces and distributes purchase orders to appropriate vendors
4. Creates and manages vendor files and keep W-9s current
5. Pays vendor invoices and employee reimbursement requests
6. Responds to requests and inquiries from employees, vendors, and clients requiring an extensive knowledge of the district general ledger system and accounts payable functions, including the training of staff in AP and purchasing functions
7. Maintains accounts payable, purchasing, and purchase card documentation as required by best practice as well as applicable rules and regulations
8. Maintains general ledger accounts for accounts payable expenditures and monitors employee professional development process for payments/reimbursements
9. Maintains records and prepares reports to meet acceptable standards of monitoring agencies and external auditors on paper and/or digital imaging formats as appropriate
10. Provides primary training and support to all new/existing finance system users
11. Creates and processes end-of-year 1099s
12. Develops encumbrances for all contracts pertinent to accounts payable.
13. Work lead for Regional Purchasing Assistant, if applicable
14. Follows and supports ESD policies and procedures
15. Performs other duties as may be assigned
16. Works cooperatively and harmoniously with clients, co-workers, and supervisors
17. Maintains professional and technical knowledge by participating in professional development activities

**Terms of Employment:** Salary, benefits and vacation are established by policy and the collective bargaining agreement.

**Evaluation** Chief Financial Officer