

CATALINA FOOTHILLS SCHOOL DISTRICT PROCUREMENT SPECIALIST

PROCUREMENT SPECIALIST, Job 950

Hiring Pay Range: \$16.46- \$17.47, DOE

Schedule: Monday – Friday, 7:30am – 4:00pm

40 Hours per week, 12 months per year, Benefits Eligible

Minimum Required Qualifications: Bachelor’s Degree and a minimum of two (2) years of purchasing/sourcing experience; or five (5) years purchasing/sourcing experience.

Knowledge, Skills, and Other Characteristics: Knowledge of applicable procurement regulations for Arizona school districts; Knowledge of equipment, supplies, materials, and services commonly procured by school districts; knowledge of Uniform System of Financial Records (USFR); Skills in evaluation, analysis and decision making; skills in planning, organizing and prioritizing procurement activities to ensure established deadlines are met; skill in accurately performing purchasing tasks; skill in handling confidential information; skills in communicating effectively, orally and in writing; and, skills in establishing and maintaining effective working relationships with staff and administrators.

Please visit the Catalina Foothills School District website, <https://www.cfsd16.org/index.php/human-resources/employment-opportunities>, for full job description.

Date available: 8/8/2018

Location: District Office, Murphey Admin. Building