

<b>Position:</b>	Purchasing Assistant	<b>FLSA:</b>	Non-exempt
<b>Department/Site:</b>	Purchasing	<b>Salary Grade:</b>	15
<b>Reports to/Evaluated by:</b>	Purchasing Director	<b>Salary Schedule:</b>	Non-Operations

**SUMMARY**

Under general supervision of the Purchasing Director, performs a variety of moderately technical purchasing duties, clerical duties and secretarial duties in support of the District’s Purchasing Department. Processes and expedites purchase orders. Performs miscellaneous clerical duties to support purchasing activities. Works independently and exercises some judgment and discretion in planning and prioritizing work. Position is reviewed through observation of the work in progress and results obtained.

**DISTINGUISHING CAREER FEATURES**

Advancement along the Purchasing career ladder will require additional college level courses, and/or work experience in purchasing, accounting or a related field plus additional experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs purchasing, secretarial and clerical duties involving application of learning from prior experience, the use of independent judgment and an understanding of departmental functions and procedures.

Distributes information to departments and sites. Prepares memos for communication to vendors or school site personnel. Opens and distributes general mail. Orders supplies for the department using approved sources.

Processes requisitions into purchase orders, including reviewing them for clarity, accuracy and completeness; obtains price quotes; and, makes contact with vendors regarding discrepancies. Ensures proper usage of account string object code.

Develops and maintains a working knowledge of special terminology related to the function to which assigned.

Responds to questions regarding purchasing policies and procedures by providing information and forwarding inquiries to others.

Assists District staff on the use of an on-line requisition entry system.

Explains department policies and procedures within the scope of authority.

Maintains warehouse inventory reports.

Updates and maintains various contracts and bid files as assigned.

Processes quarterly and yearly warehouse inventory physical count reports.

Maintains records of equipment under maintenance agreement. Places service and repair calls for equipment and maintains reports on repair work performed.

Prepares and distributes a variety of forms and reports involving the Purchasing and Warehouse departments.

Occasionally receives or handles confidential information pertaining to the department. Maintains confidentiality.

Assists with training staff on District financial software system relative to requisitions, purchase orders and stores inventory orders.

Initiates and answers telephone calls. Schedules appointments. Assists with bid openings.

Operates standard office machines and equipment including word processors, typewriters, printers, copiers, calculators and FAX machines.

Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a basic knowledge of the methods and procedures used in the purchasing of supplies and equipment. Requires a working knowledge of office procedures, methods and computer equipment. Requires sufficient math skills to compute sums, extensions, fractions, and percentages. Must know and understand automated purchase order systems sufficient to create purchase orders from requests and requisitions, and to enter information onto established data files. Must have sufficient human relation skills to convey procedural information to others and to serve customers. Requires sufficient writing skill to prepare routine correspondence.

**Abilities:** Requires the ability to perform all of the essential duties of the position. Requires the ability to use a personal computer to access and enter information onto established data entry screens, format and produce typewritten documents, and lookup information stored on databases or internet. Must be able to learn, interpret and rules, policies, and procedures affecting District purchasing operations. Must be able to maintain detailed and accurate records. Must be able to communicate courteously with contacts within and outside of the District.

**Physical Abilities:** The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.

**Education and Experience:** High School diploma or equivalent; supplemented by three (3) years of production-oriented clerical and record keeping experience, preferably in a purchasing or distribution environment.

**Credential Requirements:** May require valid Driver's License.