Purchasing Assistant

FLSA Status: Non-Exempt
EEOC Job Category: Office & Clerical
Union Representation: Represented

GENERAL PURPOSE
Under general direction, performs a variety of specialized purchasing clerical duties and responsibilities related to purchasing materials, equipment, supplies and services, issues routine or non-negotiated purchase orders, expedite purchase orders and provide information related to purchasing activities.

DISTINGUISHING CHARACTERISTICS
A Purchasing Assistant performs specialized clerical duties relating to purchase of supplies and equipment and provides clerical support to purchasing staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provide clerical support and assistance to Buyers and other purchasing staff as needed; contact District personnel as needed to clarify requisition specifications and requirements; obtain purchase order follow-up information; assists with the preparation, tabulation and recording of bids and quotes; maintain vendor files; research status of orders and shipments.

2. Issue routine and non-negotiated purchase orders for subscriptions, open purchase orders, and work orders; assists Buyers with data entry. Prepare cancellations and/or changes to purchase orders.

3. Assign and issues repair orders to District personnel and vendors; arrange service and repairs for the purchasing department office equipment. Issues requisitions for purchasing department supplies.

4. Assist and provide information regarding the status of purchase orders and related purchasing activities; provide information concerning acquisition of materials, supplies and equipment.

5. Communicate with vendors and other District personnel to explain and clarify purchasing procedures, policies and regulations; resolve discrepancies and coordinate communications to assure efficient procurement of supplies and services for the District.

6. Assist with training District staff on use of automated purchasing system; responds to questions and resolves routine problems and on-line document workflow discrepancies.

7. Record receipt of requisitions; inspect for accuracy and completeness; enter requisition data into computer; distribute to appropriate personnel; develop audit trail on purchase orders.
8. Type a variety of materials such as purchase orders, reports, correspondence, bid specifications and awards, quotations, and other purchasing forms and materials including copier meter readings. Receive, sort and route mail; photocopy, distribute and file purchase orders.

9. Maintain a variety of records, files and catalogs related to the District purchasing function including vendor files, certificate of insurance files, requisition and purchase order files.

10. Perform a variety of clerical duties in support of the purchasing function such as typing, duplicating, filing and answering phones.

QUALIFICATIONS
Knowledge of:

1. Principles, practices, rules and regulations and terminology related to the public-sector procurement.

2. Modern office practices, procedures, and equipment.

3. Financial and statistical record keeping techniques.

4. Telephone techniques and etiquette.

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

6. Operation and functions of a computer.

7. Personal computer software applications, such as Microsoft Word, Excel., Outlook, Internet and a computerized purchase system.

8. Oral and written communication skills.


10. Interpersonal skills using tact, patience and courtesy.

11. Statistical typing and record keeping.

Ability to:

1. Learn to interpret, apply and explain policies, practices and terminology used in purchasing supplies and materials for a school district.

2. Operate a variety of office equipment including a computer, calculator, facsimile and standard business software.

3. Perform a variety of clerical support duties such as statistical typing, duplication, filing and record keeping.

4. Make mathematical computations quickly and accurately.

5. Understand and follow oral and written directions.

6. Establish and maintain cooperative and effective working relationships with others.
7. Meet schedules and timelines.
8. Maintain records and prepare reports.
9. Communicate effectively both orally and in writing.
10. Type accurately at a net speed of 40 wpm.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of responsible clerical and record keeping experience including one year in a purchasing office; or an equivalent combination of training and experience. Some college coursework in business and/or purchasing is preferred. Experience in a public agency is preferred and should also include use of enterprise purchasing software.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms; Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with District management, administrators, staff, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Employees work under typical office conditions, and the noise level is usually quiet.