

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PURCHASING ASSISTANT

BASIC FUNCTION:

Under the direction of the Business Manager, purchase supplies and equipment for the District in accordance with State law and District policy; obtain price quotations and place orders for a variety of supplies, equipment and services.

REPRESENTATIVE DUTIES:

1. Examine requisitions for clarity, accuracy and completeness; verify catalog and part numbers; approve and process.
2. Compare prices, specifications, delivery dates; contract vendors regarding new sources for items; participate in evaluation of quality and suitability of supplies and materials.
3. Procure warehouse supplies as necessary to assure adequate level of stock
4. Analyze and review purchase orders for accuracy and completeness, prior to approval
5. Sign, issue and expedite purchase orders and contracts
6. Prepare bid documents as required by California State Education and Government Codes; establish District policies and standard business practices for formal bidding; advertise bids and proposals as requested; attend bid openings
7. Determine sources for purchase of products and obtain bid quotations by telephone, quotation forms and personal visits
8. Interview sales representatives and vendors regarding product information such as types, prices and quality of materials, availability, complaints, specifications as stated on bid or quotations; maintain vendor catalog files; select prospective vendors
9. Analyze and evaluate proposals and bids; determine specifications are met; select vendors and notify successful bidders; award contracts
10. Maintain a variety of records and files; assign work to clerical staff as necessary
11. Coordinate work with accounting personnel to assure proper processing of invoices
12. Communicate with various employees and vendors regarding purchasing problems and needs
13. Attend meetings, conferences and workshops as approved
14. Perform other related duties as assigned

Purchasing Assistant continued

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of purchasing
Source of supplies, commodity markets, marketing practices
Commodity pricing methods and discounts
Applicable sections of State Education Code and other applicable laws
Methods and procedures used in the purchasing of school district supplies and equipment
Inventory and financial record-keeping procedures
Telephone techniques and etiquette
District organization, operations, policies and objectives
Oral and written communications skills
Correct English usage, grammar, spelling, punctuation and vocabulary
Modern office practices, procedures and equipment
Record-keeping techniques
Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

Learn, interpret, apply and explain laws, rules and regulations affecting school district purchasing operations
Prepare clear specifications in accordance with established procedures and formats
Purchase a variety of equipment, supplies and services according to established procedures and guidelines
Type at 50 words net per minute from clear copy
Operate a variety of office machines including calculator, computer terminal and printer, typewriter and copier
Work confidentially with discretion
Communicate effectively both orally and in writing
Make arithmetic calculations quickly and accurately
Establish and maintain effective working relationships with others
Plan and organize work
Train and provide work direction to others
Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college, including or supplemented by courses in business administration, accounting or related field and four years of increasingly responsible experience in a business office including two years of purchasing equipment

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, push up to 25 lbs.; drive to attend meetings; exposed to dust and moving vehicles due to work site having delivery vehicles and busses entering/exiting throughout the day; typical office environment subject to tight deadlines and working in difficult interpersonal situations

SALARY RANGE: 74

ADOPTED BY PERSONNEL COMMISSION: August 9, 2000
APPROVED BY BOARD OF EDUCATION: August 28, 2000