PURCHASE STATEMENT:

Under the direction of the manager of purchasing and stores, source, evaluate and purchase supplies and materials in compliance with established purchasing regulations and practices; maintain adequate quantities of stock; assure appropriate inventory control systems; resolve issues impacting the efficiency in the purchasing process and providing quality customer service.

ESSENTIAL FUNCTIONS:

Assist staff and/or vendors with ordering and purchasing procedures, and provide required documentation; provide information and facilitating purchasing process in accordance with established policies and guidelines.

Compile data from a variety of sources including vendors, staff, and public agencies to analyze issues, assure compliance with a variety of purchasing policies and procedures, and/or monitor purchasing processes.

Evaluate order documentation such as requisitions, pricing, bid documents, and others to assure proper use of District funds in the acquisition of supplies, equipment and/or services in accordance with established guidelines.

Maintain purchasing information, files and records including purchase orders, vendor files, and others to assure the availability of documentation in compliance with established policies and regulatory guidelines.

Monitor location of phones, extensions, and voice users for the purpose of creating directories, programming changes, and maintaining systems.

Monitor purchase orders and warehouse inventories including deliveries, invoicing, min-max reorder levels, and related information to identify inventory discrepancies; complete purchasing processes in accordance within require time frames; resolve issues delaying receipt of requested materials, products and equipment.

Participate in unit meetings, in-service training, workshops, and others activities as required; convey and/or gather information required to perform functions.

Perform a variety of duties in the purchasing of supplies; process purchase orders, obtain pricing information, and expedite invoicing and deliveries to secure items and/or services within budget and in compliance with established guidelines.

Prepare written materials and electronic purchasing information to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements.

Process purchasing-related information including incoming purchase requisitions, purchase orders, and others to update and distribute information, authorize actions and/or comply with established accounting practices.

Provide direction to warehouse personnel as assigned; assist in prioritizing delivery, identifying stock requirements, and performing related activities to support the warehouse operations.

Provide written and verbal instructions to assist phone and voice mail users.

Recommend vendors based on pricing and conformance to required specifications to determine their capability for performing in accordance with order and delivery requirements.
Research suppliers including new products and sources of supply to assure availability of vendors and items as needed.

Respond to inquiries of vendors and staff; resolve purchasing issues and/or assure purchases are within State and District requirements/regulations.

Support annual physical inventory of warehouse; verify quantities, and enter data count and item adjustments to the designated financial system; prepare required reports.

**OTHER FUNCTIONS:**
Assist auditors in providing requested information for completion of audits.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**
- Purchasing practices and procedures.
- Basic accounting practices, procedures and terminology.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Mathematical computations.

**ABILITY TO:**
- Perform a variety of technical duties related to the purchasing of services, supplies and equipment.
- Prepare, review, verify and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Learn and apply established rules, regulations, policies and procedures related to the purchasing function.
- Maintain vendor lists and catalogs.
- Communicate effectively both orally and in writing.
- Type or input data at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school and three years clerical accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office and warehouse environment.

**PHYSICAL DEMANDS:**
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

**FLSA Status:**  Non-Exempt  
**PC Approval Date:**  5/18/17  
**Board Approval Date:**  
**Salary Range:**  36