

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: PURCHASING ASSISTANT, Grade 45**

**DEFINITION:**

Under general supervision, provides clerical, technical, and specialized assistance in the procurement of supplies, equipment, and services; assists with contracting and insurance functions.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Reviews and updates purchase requisitions for accuracy, completeness and required approval.

Processes Electronic Purchase Requisitions (EPRs) and Purchase Orders (POs).

Verifies budget number(s) and encumbrance correctness.

Converts purchase requisitions into purchase orders.

Provides routine troubleshooting of purchasing and requisition issues.

Makes arithmetic calculations.

Prepares contract cover letters and other correspondence utilizing a computer.

Maintains and updates logs and systems on contracts.

Reviews provisions and requirements of contracts.

Processes specifications, and prepares bid documents.

Determines due date and makes recommendations for bid awards to the Supervisor III, Purchasing & Contracts.

Compiles, tabulates, and summarizes bid results.

Prepares notification of awards to vendors and other suppliers.

Communicates with staff, vendors, and contractors regarding purchasing issues

Maintains vendors' commodity and insurance files.

Updates and maintains contract, inventory, and other systems.

Assists with leases and property tax reports as assigned.

Assists auditors in reviewing documents and records as needed.

Assists in the preparation of the Standard School Supply List.

Researches records and prepares verbal or written responses for clients, vendors or the public.

Under the direction of the Supervisor, demonstrates the basic use of the procurement system and explains related procedures.

Attends and participates in purchasing related meetings on and off-site as needed.

**NON-ESSENTIAL FUNCTIONS:**

Performs other duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Contracting, purchasing, and procurement practices and techniques used in a public agency, school district, or large company

Symbols, terminology, and language used in purchasing and contracting

Basic financial record keeping and procedures

The use of common office computer systems and software

**ABILITY TO:**

Learn, explain, and apply complex laws, rules, regulations, and procedures

Operate a computer keyboard and quickly learn the use of business support software

Accurately maintain complex files and records requiring the use of a computer system

Exercise tact and judgment in dealing with sensitive and confidential material

Make arithmetic calculations

File alphabetically and numerically

Read and understand complex written material

Follow oral and written instructions

Effectively communicate orally and in writing

Prepare correspondence, forms, and reports

Establish and maintain effective working relationships with others

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

None

**EDUCATION AND EXPERIENCE:**

Education, training and experience which would most likely demonstrate the possession of the knowledge and abilities stated above. A typical qualifying background would include education equivalent to graduation from high school and three years of progressively responsible office/technical work experience within a procurement and/or contracting setting.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Duties are typically performed in an office setting.

Office environment.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-supervisory class whose primary role is to assist in the daily operation of the purchasing, contracting, and inventory processes. Incumbent performs specialized purchasing, contracting, and inventory functions as assigned. Assignments require incumbent to use tact, sensitivity and judgment in ensuring that the public interest as well as public funds are spent in accordance with prescribed guidelines and regulations.

<b>Established</b>	<b>Approved by Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Salary Grade</b>
05/1990	May 21, 1990	05/90; 11/96; 01/05; 07/10; 9/18	Non-Exempt	Classified Support Grade 45