

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Purchasing, processes and expedites purchase orders and performs a variety of duties in support of the purchasing function; prepares reports and maintains accurate records related to supplies, materials and equipment purchased by the District.

STATEMENT OF ESSENTIAL DUTIES

- A. Receives purchase requisitions and reviews for clarity, accuracy and completeness; assigns appropriate codes; initiates requests to vendors for quotes, updates, order status and revises and corrects requisitions based on multiple criteria.
- B. Prepares, duplicates, and distributes copies of purchase orders; communicates with District, school sites and warehouse personnel and vendors regarding discrepancies or revisions on orders.
- C. Encumbers purchase orders processed using a computer terminal; enters various identification numbers and dollar amounts; assures that proper controls exist to balance purchase order amounts.
- D. Prints purchase orders, places all District orders via phone/fax/email/online; electronically attaches all purchase order correspondence or notations; obtains prices quotes creates new vendors; assists in the preparation of requests for quotations and bids.
- E. Performs a wide variety of clerical duties in support of the purchasing function; responds to questions regarding purchasing policies and procedures; maintains files on purchase orders and requisitions processed; processes annual printing of District-wide hard copy forms or handbooks.
- F. Composes or prepares letters and correspondence independently or from oral instructions; prepares and distributes a variety of forms and reports including the Board Purchase Order list.
- G. Maintains a variety of records and files for the Purchasing Department including vendor lists, purchase orders processed, surplus and obsolete equipment lists, any other record requests.
- H. Operates a variety of office equipment, including computer terminal and printer, calculator, fax and copier.
- I. Trains new users in the District purchase order software system; answers user software system questions related to the purchase order or vendor areas.
- J. Responds to phone calls, emails and other requests for information concerning the status of requisitions; resolves problems involving missing, broken or incorrect materials received; communicates with warehouse personnel daily and provides updates/revisions on all purchase orders; works closely with accounting department regarding many aspects of orders and processes.
- K. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge:

- Laws, rules and regulations concerning school District purchasing policies.
- Basic purchasing policies and practices
- Modern office practices, procedures and equipment.
- Record keeping techniques.
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Telephone and email techniques and etiquette.
- Microsoft Outlook, Excel, Word and Outlook Calendar

Ability to:

- Performs specialized clerical support duties in the purchasing office.
- Process District requisitions and purchase orders efficiently
- Make arithmetic calculations quickly and accurately.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Type and use computer programs efficiently
- Perform complex clerical work with speed and accuracy.
- Operate a variety of office equipment including typewriter, calculator, copier and computer terminal and printer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical and record keeping experience in a purchasing office.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file, use hands and fingers to operate office equipment; speak clearly and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment.