

PURCHASING ASSISTANT I

DEFINITION

Under general supervision, to perform a variety of general clerical and typing duties; performs duties related to the acquisition of standard supplies, equipment and material; prepare a variety of periodic equipment and materials reports; and to perform other job related work as required.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the next higher level by a requirement of typing skills and the duties are less technical and require a greater degree of supervision.

EXAMPLES OF DUTIES

Receives, examines and processes requisitions for supplies and equipment from District staff and contractors according to established policies; assists in the maintenance of purchasing and commodity lists; assists in the maintenance of an inventory control system; consults appropriate vendors and receives and analyzes quotations and bids for relative prices and selling operations, types of material required, specifications; maintains records showing current information on purchases completed, in process and sources of supply; coordinates and consolidates the needs of various personnel for standardized supplies, materials and equipment; answers and initiates correspondence relating to purchasing; maintains clerical inventories and spot checks maintenance of storerooms; operates a variety of office machines; operates a computer terminal and printer to input and retrieve data and to produce required reports and tabulations; assists in responding to inquiries from the public and contractors concerning the purchasing policies and practices of the District; performs a variety of related office support duties.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic purchasing principles and practices;
- Sources of supply, methods of securing competitive bids and proper forms of specifications;
- General quantity, quality and types of materials and equipment used by a school district;
- Modern office practices and procedures including business correspondence, filing, recordkeeping and automated office equipment operation;

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Ability to:

- Evaluate the quality and price of available supplies, materials and equipment and make the most economical purchases;
- Learn to prepare equipment and materials specifications in accordance with established procedures and format;
- Price and order equipment and materials required for specific projects;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Operate standard office equipment and computer terminal to input and retrieve data and to produce required reports;
- Operate a computer keyboard;
- Type at a speed of 45 words per minute from clear, legible copy;
- When identified as a requirement for a position, typing skills may be required at a higher level;
- Read and write at the level required for successful job performance.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledges and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

Two years of clerical experience including at least one year in purchasing and related recordkeeping. Experience in a California educational institution is desirable.