

NATOMAS UNIFIED SCHOOL DISTRICT

PURCHASING/WAREHOUSE COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform assigned technical accounting work involving purchasing; warehousing; and to perform related duties and responsibilities required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Business Manager.
Exercises functional and technical supervision of warehouse worker.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform technical accounting functions.
2. Perform a variety of functions in purchasing; including maintaining contact with vendors, processing purchasing requisitions and receiving incoming goods.
3. Responsible for coordinating the bid process; assist in preparing specifications; prepare packets; advertise bids; open bid quotes.
4. Responsible for annual and ongoing fixed asset inventory; maintain inventory and tag all fixed assets; patrol work sites to account for fixed assets; collaborate with and assist auditors.
5. Plan and coordinate activities in the warehousing, including receiving, inventory and stocking of supplies; respond to and resolve inquiries from the warehouse staff person.
6. Direct the activities of the warehouse worker.
7. Prepare a variety of financial and statistical reports on operations and activities in assigned areas.
8. Perform technical and clerical functions involving data input, answering phones,

and preparing correspondence.

Marginal Functions:

1. Answers questions and resolve concerns in assigned area.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic principles of accounting.**
- Laws and regulations applying to school district accounting operations.**
- Modern office practices, procedures, and equipment.**
- Operational characteristics of computers.**
- Pertinent Federal, State and local laws, codes and regulations.**
- Purchasing principles and practices.**
- Methods, practices, and terminology used in bookkeeping.**

Ability to:

- Analyze, interpret, and prepare financial statements and reports.**
- Make calculations accurately and quickly.**
- Communicate clearly and concisely, both orally and in writing.**
- Establish and maintain effective working relationships with those contacted in the course of work.**
- Maintain effective audio-visual discrimination and perception needed for:**
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:**
 - *Making sound decisions*
 - *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

NATOMAS UNIFIED SCHOOL DISTRICT
Purchasing/Warehouse Coordinator (*Continued*)

Experience:

Two years of responsible accounting or bookkeeping experience including some clerical experience.

Training:

Equivalent to completion of the twelfth grade. Supplemental college level course work in accounting or bookkeeping is desired.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Light to moderate lifting may be necessary when assigned to purchasing.

Adopted 7/10/96