

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

**CLASS TITLE:** PURCHASING SERVICES ASSISTANT

**BASIC FUNCTION:**

Under the direction of the Director of Fiscal Services, purchase supplies and equipment for the District in accordance with State law and District policy; obtain price quotations and place orders for a variety of supplies, equipment and services.

**REPRESENTATIVE DUTIES:**

1. Examine requisitions for clarity, accuracy and completeness; verify catalog and part numbers; approve and process
2. Compare prices, specifications, delivery dates; contract vendors regarding new sources for items; participate in evaluation of quality and suitability of supplies and materials
3. Procure warehouse supplies as necessary to assure adequate level of stock
4. Analyze and review purchase orders for accuracy and completeness, prior to approval. Issue and expedite purchase orders.
5. Determine sources for purchase of products and obtain bid quotations. Interview sales representatives and vendors regarding product information such as types, prices and quality of materials, availability, complaints, specifications as stated on bid or quotations; maintain vendor catalog files; select prospective vendors
6. Maintain a variety of records and files and provide purchasing reports to departments as requested. Coordinate work with accounting personnel to assure proper processing of invoices
7. Communicate with various employees and vendors regarding purchasing problems and needs
8. Attend meetings, conferences and workshops as approved
9. Perform other job-related duties as assigned

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, practices and procedures of purchasing
- Source of supplies, commodity markets, marketing practices
- Commodity pricing methods and discounts
- Applicable sections of State Education Code and other applicable laws
- Methods and procedures used in the purchasing of school district supplies and equipment
- Inventory and financial record-keeping procedures
- Telephone techniques and etiquette
- District organization, operations, policies and objectives
- Oral and written communications skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures and equipment

- Record-keeping techniques
- Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools
- Interpersonal relations skills using tact, patience and courtesy

**ABILITY TO:**

- Learn, interpret, apply and explain laws, rules and regulations affecting school district purchasing operations
- Prepare clear specifications in accordance with established procedures and formats
- Purchase a variety of equipment, supplies and services according to established procedures and guidelines
- Type at 50 words net per minute from clear copy
- Operate a variety of office machines including calculator, computer terminal and printer, and copier
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Make arithmetic calculations quickly and accurately
- Establish and maintain effective working relationships with others
- Plan and organize work
- Train and provide work direction to others
- Maintain records and prepare reports
- Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.
- Demonstrate a commitment to Los Alamitos Unified School District’s mission, vision, and priority goals.

**EDUCATION AND EXPERIENCE:**

- Completion of two years of college, including or supplemented by courses in business administration, accounting or related field
- Four years of increasingly responsible experience in a business office including two years of purchasing equipment

**WORKING CONDITIONS:**

Subject to sitting for extended periods of time; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, push up to 25 lbs. with proper technique; drive to attend meetings; exposed to dust and moving vehicles due to work site having delivery vehicles and busses entering/exiting throughout the day; typical office environment subject to tight deadlines and working in difficult interpersonal situations

SALARY RANGE: 74

ADOPTED BY PERSONNEL COMMISSION:  
APPROVED BY BOARD OF EDUCATION:

February 5, 2025  
March 11, 2025