

**CLASSIFIED JOB DESCRIPTION**

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**PURCHASING ASSISTANT**

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**JOB SUMMARY:**

Under the supervision of the Director of Purchasing, Publications and Warehouse, supports the administrative, clerical, and operations of the Purchasing, Publications, and Warehouse Department, ensuring the smooth execution of procurement, inventory control, vendor management, warehouse operations, printing/publications services, and related functions across the District.

**ESSENTIAL JOB FUNCTIONS:**

- Provide administrative support to the Director in managing and executing daily operations, including scheduling, communications, and correspondence.
- Provide administrative support for Expanded Learning Opportunities Program (ELOP) snacks processing, including ordering and coordination with school site and warehouse staff to ensure timely and accurate delivery of snacks.
- Assist in the preparation of bids, contract documentation, and procurement schedules; maintain and organize related records.
- Coordinate communication and follow-up with vendors regarding pricing, delivery, and service-related matters.
- Support vendor pre-screening processes and help maintain accurate vendor databases and qualification files.
- Track purchasing projects and timelines; assist in compiling data and preparing reports, including Board reports and bid evaluations.
- Help manage contract files and monitor timelines for leases, service agreements, and renewals.
- Support the coordination of warehouse inventory and mailroom operations, including the redistribution of equipment and surplus property sale or disposal.
- Maintain purchasing and warehouse records for audit and compliance purposes.
- Provide logistical and clerical support for District-wide cooperative purchasing ventures with other agencies.
- Prepare and track departmental budgets and expenditures; generate purchase orders, verify invoices, and assist with budget compliance.
- Organize and maintain digital and physical filing systems for procurement documents, bids, contracts and inventory.
- Assist with printing and publications unit coordination, ensuring timely completion and distribution of materials.
- Coordinate meetings, trainings, and professional development sessions for purchasing, warehouse, and school site staff.

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- Act as a liaison between the Department and other internal departments, vendors, and service providers.
- Support internal policy and procedure development through research, documentation, and procedural updates.
- Coordinates and maintains Districtwide instructional materials and inventory through the District's textbook ordering system
- Process and pack requests for instructional materials and schedules the delivery of materials to schools
- Inventories, processes, shelves, and palletizes books and materials
- Operates an electric/manual pallet jack
- Perform other duties as assigned to support the objectives of the Department and Business Services Division.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Understanding of purchasing and procurement procedures, terminology, and compliance standards.
- Strong organizational and time management skills; able to manage multiple priorities efficiently.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook), Google Workspace, and financial or procurement systems (e.g., ERP software).
- Detail-oriented with the ability to maintain accurate records and process sensitive information with discretion.
- Ability to work collaboratively and professionally with vendors, internal departments, and external agencies.
- High school diploma or equivalent required; Associate's degree or higher in Business Administration, Public Administration, or related field preferred.
- Minimum of 3 years of administrative experience, preferably in a purchasing or public sector environment.
- Ability to sit, stand, squat, and lift up to 30 pounds.

*Classified Salary Schedule:*                      *Range 30*  
*BOARD APPROVED:*                                      *09/10/25*