

CLASS SPECIFICATION
Senior Purchasing Assistant

GENERAL PURPOSE

Under general supervision, independently performs purchasing responsibilities for a variety of materials, instructional and office supplies, instruments, furniture and other materials in accordance with District standards and policies and applicable legal requirements; ensures that vendors meet District quality, quantity, cost and delivery needs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Purchasing Assistant is the journey-level class in the procurement job family. An incumbent performs routine to moderately complex duties in procuring a variety of equipment, materials, supplies and services. An incumbent is expected to provide customer-responsive, cost-effective and high-quality purchasing services for customers, consistent with applicable legal requirements.

Senior Purchasing Assistant is distinguished from Purchasing Assistant in that the former class is the journey-level class in the series and an incumbent in that class typically carries out more complex purchasing assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Receives, reviews and processes purchase requisitions; prepares and issues multiple open purchase orders at the beginning of each year; verifies compliance with pertinent laws, regulations and codes and District policies and standards; reviews information to ensure it is complete, accurate and order parameters are clear and understood; contacts school or department representatives to clarify or obtain additional information; enters purchase requisitions and new vendors in District's purchasing system; receives and reviews documents to be sent to Accounts Payable for payment; works with accounting department to determine whether products have been received and paid for.
2. Ensures that vendors meet District needs by performing one or more of the following activities: establishes, develops and maintains positive vendor relationships; researches, assesses and identifies new products and services within areas of assigned responsibility; interviews vendors to evaluate products and services and to obtain information for use in developing proposals; educates vendors regarding purchasing policies and procedures; obtains accurate and complete price and delivery information, product literature and samples from suppliers; determines best source for various purchase based on price and availability; monitors vendor delivery dates; identifies past-due dates and contacts vendors to develop a courses of action to expedite orders; collects data for inventory purposes, including vendor, price, stock/model number and case pack, and determines whether items are new, obsolete or have changed; checks invoices against purchase orders to ensure accuracy and enters product information into inventory system; identifies problems and issues, such as poor product quality and quantity shortages, communicates with vendors and follows through to ensure

problems are addressed; consults with vendors regarding items that require maintenance contracts, such as office, warehouse and custodial equipment.

3. Represents the department in interactions with District management, staff and vendors in procurement and distribution matters; receives, responds to, investigates and resolves customer or other District procurement-related inquiries, concerns, complaints and problems, including accounts payable, invoice discrepancies, vendor relations and level of service issues, or non-compliance with procurement policies, practices and procedures; interprets and explains applicable laws, regulations, codes and policies; promptly responds to requests for emergency orders.
4. Performs a variety of administrative functions associated with purchasing activities that may include one or more of the following: establishes, organizes, integrates and maintains applicable purchasing and vendor-related records, files, lists, forms and other documentation; reviews and processes invoices; writes, compiles, develops, edits, revises and produces necessary correspondence, reports and other materials; inputs accurate and complete information into computer database; obtains specifications and product usage documents pertaining to formal bids, RFPs and quotes; attends formal bid openings; compiles information regarding bids and contracts for master contract list; maintains lists of current contracts and agreements for the District; maintains maintenance agreement records for renewal; contacts schools and departments for requisitions and accurate records to ensure maintenance agreements cover accurate fiscal timeframes and obtains costs based upon school/department information; maintains records of District leased relocatable buildings; verifies agreement terms with vendors for new relocatable buildings; deletes serial numbers for relocatable buildings from records as they are returned to vendors to ensure no additional lease costs will be incurred; uses records of District leased relocatable buildings to prepare purchase requisitions and orders for the next fiscal year; creates amended agreements and distributes to vendor for signature; maintains log of and tracks product specifications and usage and transfer of government commodities.
5. Maintains appropriate levels of warehouse stock; consults with warehouse staff regarding current stock levels; orders supplies from low quotes; sends paperwork to warehouse for receiving.

OTHER DUTIES

1. As directed and in accordance with guidance and instructions given regarding approach and expected results, conducts or provides assistance and support in a variety of special projects.
2. Attends various food shows to obtain information on new products and equipment; facilitates taste tests of new products as needed.

QUALIFICATIONS

Knowledge of:

1. Sources and types of products, commodities and services used by a school district.
2. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
3. Principles and practices of sound business communication.

4. Purchasing principles and practices.
5. Principles, practices and techniques of drafting and administering complex purchase contracts and enforcing contract provisions.
6. Record-keeping practices and procedures related to a purchasing function.
7. Methods of conducting product and vendor research.
8. Telephone techniques and etiquette.

Ability to:

1. Analyze and evaluate purchase requisitions and other purchasing-related documents.
2. Efficiently conduct vendor and product research.
3. Communicate effectively both orally and in writing.
4. Understand, interpret, apply and explain applicable laws, codes and ordinances.
5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Operate a computer, 10-key calculator and standard business software.
7. Make arithmetic calculations quickly and accurately.
8. Assemble complete and concise specifications and packets.
9. Examine purchasing and shipping related documentation and identify discrepancies.
10. Understand and follow oral and written instruction.
11. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
12. Establish and maintain effective working relationships with District management, staff, vendors and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent and at least two years of college-level coursework in public administration, business administration, finance or a closely related field; and at least two years of progressively responsible experience purchasing items similar to those purchased by the District or performing receiving and inspection duties; or some combination of education, training and experience that produces the requisite knowledge and ability. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, staff, vendors, County employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 10/2/2008