

PURCHASING ASSISTANT

DEFINITION

Under direction, perform difficult, complex, and responsible purchasing, clerical, and technical work; assist the Purchasing Manager in directing the activities of the Purchasing Department; maintain warehouse stock levels; prepare and maintain instructional bid; coordinate instructional and custodial supply levels; procure complicated commodities; and do related work as required.

ESSENTIAL FUNCTIONS

Assist in the performance of the more difficult purchasing operations of the district following established laws, policies, and procedures, as well as observe federal, state, and county laws, District policies, rules, and regulations relating to supplies, materials, and equipment; confer with school and departmental employees to determine purchasing needs and specifications; locate best sources and prices; process purchase orders for delivery to appropriate departments and vendors, issue purchase orders, and follow-up on orders; screen vendor calls, employee complaints regarding products, delivery dates, late orders, and sources of products; keep detailed records and file; receive and examine requisitions for appropriate signatures and completeness, add relevant data and revise requisitions to expedite delivery; assist in preparation and revision of warehouse stock catalog, warehouse stock levels, three years average report; order and maintain required levels of inventory for district warehouse; locate sources of supply, compare costs, and evaluate quality and suitability of supplies, materials, and equipment; keep abreast of current and long-range market trends and probable availability of materials and supplies; analyze bids and quotations and make recommendations on awarding of contracts; meet and deal with vendors to place orders and screen new products and equipment; process warehouse and purchasing mail relating to requisitions, correspondence, and vendor catalogs; perform computer assisted processes; coordinate contracts; conduct product evaluation surveys; give technical direction to clerical personnel in the department; prepare periodic and special reports and correspondence relative to purchasing activities independently or from general instruction; distribute work to other clerical personnel in the department; answer telephone inquiries and disseminate necessary information regarding orders; other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Laws and regulations applying to school district purchasing and procurement operations outlined in Public Contract Code, Government Code, Education Code, Board Policies, and State Guidelines;
Modern purchasing methods and procedures including determination of product suitability and quality;
Warehouse inventory, record keeping, stock control, and procedures;
School equipment and supplies;
Follow-up procedures and vendor contact;
Educational code and legal requirements and procedures used in public school district purchasing;
Operation of computers and various computer programs and other office equipment.

Ability to:

Interpret and apply laws, rules and regulations, and policies affecting district purchasing operations;
Assist in preparation of accurate specifications and bid packages;
Analyze bids;
Direct the work of other departmental employees;
Independently monitor, maintain, and control warehouse stock inventory;
Develop and maintain cooperative and effective working relationships;
Communicate orally and in writing with vendors and staff;
Examine and evaluate products and services;
Perform clerical work involving independent judgment requiring accuracy and speed;
Establish and meet deadlines;

Ability to (continued):

Work with minimal supervision;
Learn and adapt to new procedures, systems, and policies;
Remain flexible under the pressure of a heavy workload and critical deadlines;
Make and verify complex mathematical arithmetical calculations with speed and accuracy.
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Keyboard at a rate of 40 words per minute from clear legible copy. Operate calculators and adding machines efficiently. Proficient operation and knowledge of electronic computer system. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in business practices, record management and storage and retrieval systems.

Experience:

Four or more years of responsible clerical experience and two years of purchasing experience.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California drivers' license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I