

## PURCHASING ASSISTANT

### DEFINITION

Under the direction of the immediate supervisor, performs specialized, responsible clerical and purchasing functions; relieves supervisor of clerical detail; provides routine administrative assistance; and assumes and performs other related duties as assigned and/or required.

### ESSENTIAL DUTIES

- acts as a personal assistant and performs clerical and purchasing functions as assigned
- reviews and screens incoming correspondence and communications routed to the Purchasing Agent
- plans and organizes follow-up activities to ensure that operational time lines are met
- arranges correspondence and provides appropriate background materials for reference
- independently or according to general instructions, reviews and or composes correspondence/reports concerning a wide range of subjects requiring knowledge of policies, regulations, operational procedures, grammatical construction, formatting, punctuation, and efficiency in corresponding software application
- takes notes of meetings and conferences and prepares accurate summaries
- receives and responds to inquiries from office visitors or from telephone contacts
- prepare, maintains and archives a variety of data for computerized record management, storage and retrieval system (i.e., vendors, contracts, personnel, purchasing and budgetary files) and utilizes output reports in office operational functions
- assists in the performance of purchasing operations of the District following established laws, policies and procedures
- assist in acquiring quotes, tabulating, calculating and verifying purchasing and fiscally related data
- perform other related duties as assigned

### QUALIFICATIONS

**Knowledge of:** Modern office practices, procedures and equipment; and efficiency in computer software applications (i.e., Microsoft Word, Excel, PowerPoint and Project); basic purchasing policies, practices and terminology; record-keeping techniques, including records management, maintenance, file and retrieval; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; Financial 2000 application is desirable.

**Ability to:** Learn, interpret and apply legal mandates, policies, rules, regulations and operational procedures; assume responsibility for routine administrative detail, including the organization and coordination of the clerical activities of the supervisor's office; establish and maintain comprehensive and accurate files and records; prepare concise and complete reports as required; effectively operate appropriate software applications; communicate effectively in oral and written form; make mathematical calculations with speed and accuracy; establish and maintain cooperative working relationships; exhibit a tactful and helpful attitude when working with persons of varying socioeconomic and educational backgrounds, such as School Board members, District administrators, parents, students, teachers and co-workers; remain flexible and work effectively in a multi-task environment with frequent interruptions and changes in task priority.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will occasionally exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing written and oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Five years of responsible and varied budgetary and clerical experience, including experience in methods and techniques pertaining to procurement functions of a complex purchasing operation for an educational organization

**Education:** Verification of a High School diploma and/or a GED certificate is required. Advanced degrees, supplemental coursework in clerical/secretarial skills, office management, or other related areas are desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's license.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.

**03/2013**