



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

PURCHASING ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform specialized, responsible clerical and purchasing functions; relieves supervisor of clerical detail; process travel and conference requests; reconcile purchase and travel credit card submissions; create purchase orders for travel, conferences, scholarships and reimbursements, office supply orders and stock control; provide routine administrative assistance; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of clerical and administrative purchasing operations responsibilities following the District's established laws, policies and procedures; assist in acquiring quotes, tabulating, calculating and verifying purchasing and fiscally related data.
- Monitor and process travel for District employees; verify travel and conference activity dates, approvals, hotel location and rates.
- Support District staff in arranging travel; maintain travel website and staff access; create travel profiles and maintain user passwords; train staff on approved travel procedures and policies.
- Maintain contact with hotels to obtain credit card authorizations; contact hotels for receipts; print travel request forms and itineraries; contact hotels for billing discrepancies.
- Prepare purchase orders and requisitions; obtain quotes; contact vendors; complete online registrations for vendors requiring credit card payments and maintain vendor profiles; plan and organize follow-up activities to ensure that operational timelines are met.
- Review and screen incoming correspondence and communications.
- Arrange correspondence and provide appropriate background materials for reference independently or according to general instructions.
- Review and compose 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.
- Prepares notes of meetings and conferences and prepares accurate summaries.
- Receives and responds to inquiries from office visitors or from telephone contacts.
- Review, verify and update the District inventory control records.
- Prepare, maintain and archive 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.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

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.
- Operate appropriate software applications, effectively.
- Communicate effectively, both orally and in writing.
- Make mathematical calculations with speed and accuracy.
- Establish and maintain cooperative working relationships.
- Remain flexible and work effectively in a multi-task environment with frequent interruptions and changes in task priority.

EDUCATION EXPERIENCE

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Verification of a High School diploma and/or a GED certificate is required.

EXPERIENCE:

Five years of responsible and varied experience involving the purchasing activities of an educational agency, including experience in methods and techniques pertaining to procurement functions. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Advanced degrees, supplemental coursework in clerical/secretarial skills, office management, or other related areas are preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

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.

POTENTIAL HAZARDS:

N/A

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