

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PURCHASING ASSISTANT

DEFINITION:

Under the direction of the Director-Purchasing, perform a wide variety of clerical duties in support of the Purchasing Department; answer phones and provide information and assistance to callers as needed; assure the efficient delivery of goods and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a wide variety of clerical duties in support of the Purchasing Department; answer phones and provide information and assistance to callers as needed; assure the efficient delivery of goods and supplies.
- Prepare and type a wide variety of materials such as purchase orders, reports, correspondence, letters and other purchasing forms and materials; maintain records and files; prepare a variety of reports related to assigned activities.
- Assist in the preparation, examination, review and processing of requisitions, receiving reports, quotes and bids involved in the purchase of warehouse stock and non-stock materials, services, supplies and equipment.
- Utilize assigned software to process requisitions, purchase orders and receipts; verify quantities and prices.
- Contact vendors, schools and departments to clarify information on bids, requisitions and invoices and obtain data relating to purchasing documents.
- Schedule bids and quotes; interpret, review and consolidate bid and quote information; review bids and quotes for accuracy, completeness and appropriate terminology.
- Operate a variety of office equipment including a calculator, copier, fax machine and a computer and assigned software.
- Oversee the ordering, inventory control and distribution of designated materials and supplies as assigned; track lost orders and materials; communicate with vendors, other departments and staff to resolve issues concerning lost or incomplete orders.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of responsible clerical experience.

Licenses and other Requirements

- Typing certificate demonstrating an ability to type or input data at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- One year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.
- Professional certification from a purchasing, supply management, or production and inventory organization or accredited educational institution.
- Two years accounting, bookkeeping, clerical, secretarial experience performing general work tasks involving public agency purchasing functions.

Knowledge of:

- Purchasing procedures, practices and terminology.
- Inventory control and warehousing methods.
- Financial record keeping methods.
- Modern office practices, procedures and equipment.
- Business letter writing and basic report preparation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software.
- Basic math.

Ability to:

- Learn, apply and explain policies, practices and terminology used in purchasing and warehousing functions.
- Perform a variety of clerical support duties such as typing, duplicating, filing and maintaining records.
- Learn local vendors and sources of supply.
- Learn inventory methods and practices.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports related to assigned activities.
- Type or input data at an acceptable rate of speed.

WORKING CONDITIONS:

Work Environment:

- Indoor, Office environment.

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

- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 4/17/07

Unit Approved: 5/1/07

Board Approved: 7/16/07

FLSA Status: Non Exempt

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