

# CENTRAL SCHOOL DISTRICT

**Job Title:** Purchasing Assistant II

**Occupational Group:** Clerical

**Reports to:** Director of Child Nutrition & Purchasing

**Pay Range:** 27

**Date of Board Approval:** 7/18/2021

**Work Year:** 12 months

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## **DEFINITION**

Under the general direction of the Director of Child Nutrition and Purchasing, independently perform a variety of complex clerical and technical business services functions in the management of the Purchasing Department; communicate with vendors and district personnel to exchange information, request and secure bids, resolve discrepancies, correct errors, expedite the purchase of supplies, materials and equipment, carry out diverse responsibilities independently; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent, including experience in business administration or related fields.
- Valid California Driver's License and safe driving record.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

### **Experience:**

- Three years of computer-based clerical and record keeping experience in a business office or related field.
- Three years of responsible experience as a purchasing assistant, buyer, inventory control clerk or similar position.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Modern office methods, procedures and equipment, and knowledge of software programs, including preparation of business correspondence, reports and filing; principles and methods of ordering or buying supplies and materials commonly used in school districts; record storage, retrieval and management systems; source of supplies and deliveries; purchasing/warehouse computer operations; proper English usage, spelling, punctuation, grammar, and report formatting; knowledge of Federal and State laws, codes and regulations and District policies and practices.

#### **Ability to:**

Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; analyze and evaluate bid proposals, specifications and other business-related documents; efficiently conduct vendor and product research ability to type accurately and proficiently; communicate effectively both orally and in writing; prepare clear, concise and accurate logs, records and reports; use tact and diplomacy in dealing with sensitive situations and concerned people and customers and establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and teachers; and ability to problem solve, be flexible and adjust assignments on short notice.

**ESSENTIAL & REPRESENTATIVE DUTIES** –No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties

1. Assist with development of major contracts, documents and timelines related to construction/facility projects and commodities. **E**
2. Assist with bid processes, review all bid documents, prepare requests, ensure notices and bids are printed and distributed on time.
3. Prepare purchase requisitions, recalculating for accuracy. Input all purchase orders; assign vendor numbers and assemble back up for contracts and service agreements. **E**
4. Monitor orders in progress to ensure items are delivered on time and meet specifications. **E**
5. Obtain and analyze price quotations and make recommendations for purchase order awards. **E**
6. Work with suppliers to resolve discrepancies, correct errors, address returns and out of stock items. **E**
7. Meet with vendors in person and on phone.
8. Obtain, distribute, and complete legal documents as required.
9. Coordinate Just in Time Purchasing.
10. Input data for Fixed Assets/e-waste/surplus and coordinate pick up.
11. Maintain catalog library, calendar of appointments for meetings, job walks, bid openings, and related activities.
12. Input product information into database for warehouse store items when needed. **E**
13. Determine and monitor inventory, supply needs and time lines to prevent shortages.
14. Type memos, answer phones, take messages; sort and route mail; enter new forms and documents into computer. **E**
15. Operate/maintain a variety of office machines and equipment. **E**
16. Provide assistance with purchasing system training.
17. Cover Warehouse when needed to receive merchandise.
18. Represent the department during the absence of Director of Child Nutrition and Purchasing.
19. Attend various district and county meetings.

**WORKING CONDITIONS**

Office conditions, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer; employee may be exposed to communicable diseases; blood borne pathogens exposure and antisocial/hostile behavior. Employee may have to drive to warehouse and school sites.

**PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

**PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance