

PURCHASING CLERK

DEFINITION:

Under general supervision of the Purchasing Director, performs technical duties related to the purchase of supplies and equipment; assists District departments and school sites in locating and purchasing supplies through buy-out requisitions; does related work as necessary and required.

CLASS CHARACTERISTICS:

Positions in this class are distinguished by performance of technical duties requiring a working knowledge of purchasing procedures and related accounting procedures. Incumbents are expected to work independently making informed decisions on a variety of routine purchasing and record keeping matters. Employees are expected to produce accurate, complete and timely work within stringent time schedules and heavy workload.

EXAMPLES OF DUTIES:

Inputs to data processing systems buy-out requisitions, purchase orders, warehouse issues and receipts, fixed assets, reconciling related registers, reports; may receive, prioritize requisitions, checking for completeness, determining type and urgency of action required. *E*

Assists Director with purchasing of routine materials, supplies and equipment for district personnel including warehouse stock. *E*

Under Director's guidance, contacts vendors to obtain and compare price quotations recommending action concerning awarding of orders. *E*

Assists departments and school sites in obtaining buy-out quotes and/or information on standard school supplies and equipment. *E*

Prepares, reconciles, duplicates reports and other correspondence. *E*

Assists the Director in bid processing and record keeping including recording bid quotations and prices. *E*

Handles discrepancies, returns, damaged, lost, unidentified materials and/or misdirected shipments. *E*

Initiates follow-up and related communications for undelivered materials. *E*

Maintains and updates vendor and bid lists. *E*

Maintains catalogs, purchase order, requisition, legal bids and related purchasing files. *E*

Prepares purchase orders unable to be produced through data processing; independently composes pertinent correspondence. *E*

***E* denotes an essential function of the job.**

Maintains district fixed asset/equipment inventory records. *E*

Investigates lost, missing equipment reports.

Performs other duties as assigned.

SUPERVISION:

Receives general supervision from the Director of Purchasing.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic math, accounting, record keeping and report methods;
Appropriate English usage, spelling, grammar and punctuation;
Modern office methods, procedures, terms and equipment;
Word processing, spreadsheet and data base computer applications;
Business office telephone techniques and etiquette.

Ability to:

Learn requirements of the California Education Code and District policies, methods and procedures used in the purchasing of school district supplies and equipment;
Establish and maintain a variety of records and files;
Make arithmetic calculations with speed and accuracy;
Review, check and verify data and records with speed and accuracy;
Work independently, organizing and prioritizing work;
Understand and carry out oral and written instructions;
Perform general clerical work;
Operate standard office equipment including calculators, copier machines, and personal computers (PC=s) utilizing word processing, spreadsheet and data base software;
Learn to efficiently use the purchasing specific software used by the District;
Keyboard at a net corrected speed of 45 words per minute;
Establish and maintain effective work relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position. Several years experience performing responsible, varied clerical work in an office environment is required. Prior experience performing purchasing functions is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push up to 10 pounds; frequently sits and stands, occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside may occasionally drive a vehicle; has direct contact with public and other district staff; occasionally works without direct guidance from supervisor, with high volume and tight deadlines.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

Last revised 9/98

Revisions effective 12/11/01