

## SENIOR PURCHASING CLERK

### DEFINITION:

Under general supervision of the Director of Purchasing, assists with buying functions and performs technical duties related to the purchase of supplies and equipment, including routine buying as assigned; 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, related accounting procedures and the level and complexity of assigned duties and responsibilities. Incumbents are expected to work independently making informed decisions on a variety of assigned technical 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; *E*

Receives and prioritizes requisitions, checking for completeness, determining type and urgency of action required, communicate with originator to clarify requirements and take necessary action to complete purchasing transactions; *E*

Provides information to administrators, staff and outside vendors regarding purchasing activities, policies and procedures; *E*

Assists the Director or Buyer with purchasing of routine materials, supplies and equipment for district personnel including stores inventory; *E*

May contact 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*

Conducts follow-up to expedite delayed shipments, resolve incorrect deliveries and related communications for undelivered materials; *E*

Maintains and updates vendor and bid lists; *E*

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

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*

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:**

Standard purchasing terminology, policies and procedures;  
Basic math, accounting, record keeping and report methods;  
Correct English usage, spelling, grammar and punctuation;  
Modern office methods, procedures, terms and equipment;  
Word processing, spreadsheet, data base, and E-mail computer applications;  
Business office telephone techniques and etiquette.

**Ability to:**

Learn and apply requirements of Federal and State laws including 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 mathematical 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 with speed and accuracy including calculators, copier machines, word and data processing equipment and personal computers (PC=s) utilizing word processing, spreadsheet, data base, and E-mail software;  
Learn to efficiently use the Internet and 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:**

Two years experience performing purchasing functions is required. Prior experience in a California school district using Bi-Tech or similar business software is desirable. Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in the position.

**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 hears 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 License.

New Classification 5/9/02

Reviewed with no revisions 11/9/05