



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Senior Purchasing Clerk**

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### **JOB SUMMARY:**

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.

### **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.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties**

- Input to data processing systems buy-out requisitions, purchase orders, warehouse issues and receipts, fixed assets, reconciling related registers, reports;
- Receive and prioritize 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;
- Provide information to administrators, staff and outside vendors regarding purchasing activities, policies and procedures;
- Assist the Director or Buyer with purchasing of routine materials, supplies and equipment for district personnel including stores inventory;
- Assist departments and school sites in placing orders, obtaining buy-out quotes and/or information on standard school supplies and equipment;
- Prepare, reconcile, duplicate reports and other correspondence;
- Assist the Director or Buyer in bid processing and record keeping including recording bid quotations and prices;
- Handle discrepancies, returns, damaged, lost, unidentified materials and/or misdirected shipments;
- Conduct follow-up to expedite delayed shipments, resolve incorrect deliveries and related communications for undelivered materials;
- Maintain catalogs, purchase order, requisition, legal bids and related purchasing files;

- Prepare purchase orders unable to be produced through data processing; independently compose pertinent correspondence;
- Investigate lost, missing equipment reports;
- Coordinate bi-weekly board report.

**Other Related Duties**

- May maintain district fixed asset/equipment inventory records;
- May contact vendors to obtain and compare price quotations recommending action concerning awarding of orders;
- Maintain and update vendor and bid lists;
- Prepare, maintain, and review vendor and purchasing files;
- Participate in district in-services, workshops and/or seminars as directed.

**SUPERVISION:**

General direction is received from the Director of Purchasing. Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Standard purchasing terminology, practices, policies and procedures;
- Basic math, accounting, record keeping and report methods used in purchasing;
- English usage, spelling, grammar and punctuation;
- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Budgetary, accounting, and legal procedures and practices of the district regarding procurement and disbursement of supplies and equipment;
- Basic bid preparation and procedures;
- Basic inventory methods and procedures;
- Business office telephone techniques and etiquette.

**Ability to:**

- Understand, read, interpret, learn, and apply Federal and State laws including the California Education Code, District policies, methods and procedures used in the purchasing of school district supplies and equipment;
- Plan and conduct clerical functions requiring accountability and accurate controls;
- Establish and maintain a variety of records and files and prepare reports;
- Make mathematical calculations with speed and accuracy;
- Review, check and verify data and records with speed and accuracy;
- Work independently, utilize time management techniques to organize and prioritize work;
- Understand and carry out oral and written instructions;
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;

- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Rapidly learn procedures and software as required;
- Keyboard at a net corrected speed of 45 words per minute;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

### **EMPLOYMENT STANDARDS:**

#### **Education:**

- High School Diploma or equivalent;

#### **Experience:**

- Two (2) years of experience performing purchasing functions is required.
- Prior experience in a California school district using Bi-Tech or similar business software is desirable.

### **PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Work Environment:**

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

#### **Physical Demands:**

While performing the duties of this job, the position is frequently required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometimes walk and reach; occasionally stand, stoop, crouch, grip, and grasp. The work involves little to light physical efforts; sometimes exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

**SALARY RANGE**

Range 34

Classified Bargaining Unit

New Classification: 5/9/2002

Reviewed with no revisions 11/9/05

Last revised: 5/9/2013

Job Description Review and Revisions Effective: 7/14/16