

# CLASSIFIED

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## PURCHASING ASSISTANT

### BASIC FUNCTION

Under the direction of the Director of Purchasing, assist in the procurement and acquisition of materials and services for the District; provide responsible clerical assistance in support of purchasing/warehousing activities; enter contract and other data into computer.

### REPRESENTATIVE DUTIES

- Examine requisitions for clarity, accuracy and completeness and process according to established procedures.
- Assist in soliciting price quotation for materials and services; assist in preparing bid documents; order supplies directly from vendors.
- Enter into the computer a variety of data related to contracts, inventory, property and bids.
- Review a variety of purchasing documents to verify computations; assure proper authorization and appropriate account coding.
- Receive and process telephone and in-person inquiries and other input from District employees and vendors; provide information and assistance concerning purchasing policies and procedures, prices and other information; interpret policies and procedures to others as necessary.
- Assists the Warehouse Supervisor to pull warehouse orders for items such as office supplies and forms, nursing supplies and custodial supplies.
- Assists the Warehouse Supervisor to receive shipments, opening boxes to inspect for physical damage, matching information on packing slips against order documents. May operate forklift to receive shipment.
- Assists the Warehouse Supervisor to process item returns, applying freight shipping standards of various shippers, completing documentation of returns and ensuring item is properly packaged for shipment
- Perform a variety of clerical duties in the purchasing and warehouse offices such as typing, filing, duplicating and maintaining records and files; maintain vendor files according to District policy.
- Compose and prepare correspondence, and complete necessary forms and documentation, related to shortages, returns and exchanges.
- As assigned by the Warehouse Supervisor, may assist in processing district mail at central warehouse location in absence of Delivery Driver.

- Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE** of legal and procedural requirements in the procurement and acquisition of goods and services for a school district. Applicable sections of State Education Code and other applicable laws. Methods and procedures used in the purchasing of school district supplies and equipment. Telephone techniques and etiquette. District organization, operations, policies and objectives. Oral and written communications skills. Correct English usage, grammar, spelling, punctuation and vocabulary. Modern office practices, procedures and equipment. Record-keeping techniques. Interpersonal relations skills using tact, patience and courtesy. Freight shipping standards applicable to returning merchandise to vendors and suppliers.

**ABILITY** to assist in soliciting price quotations for goods and services. Learn, interpret, apply and explain laws, rules and regulations, policies and technical materials affecting school district purchasing operations. Type legal bids in accordance with established procedures and formats. Type at 55 words net per minute from clear copy. Operate a 10-key calculator or keypad quickly and accurately. Operate a variety of office machines including calculator, computer terminal, typewriter, fax machine, and copier. Learn to operate a forklift and pass certification requirements. Work confidentially with discretion. Communicate effectively both orally and in writing. Make arithmetic calculations quickly and accurately. Establish and maintain effective working relationships with others. Lift objects weighing up to 70 pounds. Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school including, or supplemented by, courses in business, purchasing or related field and two years clerical experience in a purchasing or accounting office.

**WORKING CONDITIONS**

Both a typical office environment and a supply warehouse, work includes indoor and outdoor environments; subject to bending, climbing, pushing and lifting; subject to exposure to fumes.