

## **PURCHASING ASSISTANT**

### **Purpose Statement**

The job of Purchasing Assistant was established for the purpose/s of providing technical support to the purchasing process and assigned department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information and inventories.

This job reports to Purchasing Manager

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### **Essential Functions**

- Assists with preparing formal bid documents for items and services for the purpose of ensuring that material are in compliance with all Federal and State procurement regulations.
- Compiles reference data from a variety of sources (e.g. local and State codes, board policies, vender sources, etc.) for the purpose of reviewing compliance with district policies and procedures.
- Informs other staff and vendors regarding procedural requirements (e.g. ordering and purchasing procedures, available funds, etc.) for the purpose of facilitating the purchasing process with established practices.
- Maintains purchasing documents, files and records (e.g. Requests for Proposal, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general and program specific clerical functions (e.g. answering the telephones, distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Processes financial data and documents (e.g. bids, incoming purchase requisitions, mail, etc.) for the purpose of updating and distributing information and/or acquiring resources to support purchasing operation in compliance with established guidelines.
- Processes requisitions into approved purchase orders for the purpose of updating and distributing information and/or acquiring resources in compliance with established guidelines.
- Responds to inquiries of staff and administration regarding purchasing procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Reviews and authorizes purchase orders within assigned limits for the purpose of facilitating on-site ability to acquire required supplies and/or equipment.
- Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliations, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; office management procedures; concepts of grammar and punctuation; and purchasing procedures, practices, methods, and terminology.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 6