



JOB DESCRIPTION

PURCHASING CLERK

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of responsible and technical clerical duties related to the processing, purchase, and acquisition of District materials, supplies, equipment, food items, etc. and to maintain related records. Employees in this classification receive general supervision from a District administrator or his/her designate within a framework of standard policies and procedures. Positions in this class are located within the Purchasing Department, Food Services, and the Instructional Materials Center. This job class is responsible for the timely processing and arrival of District purchases as well as the accuracy of purchasing records.

ESSENTIAL FUNCTIONS

- receives, evaluates, and processes requisitions for equipment, materials, supplies, and/or food items
- prepares and types/word processes purchase orders and other appropriate documents pertaining to the purchase of equipment, materials, supplies, food items, etc.
- maintains records and files on purchasing such as orders, prices, contracts, catalogs, and/or other appropriate information and transactions
- receives materials ordered and checks and verifies orders for completeness and correctness
- monitors purchase orders and corresponds with vendors on incomplete or unfilled orders
- confers with school site, cafeteria, warehouse, and other District personnel regarding purchasing activities, needs, and/or operations
- maintains and monitors inventory, warehouse, and other records related to stock levels and makes appropriate adjustments as needed
- computes and calculates appropriate extensions, discounts, taxes, and total costs of purchases
- obtains price quotes and compares prices for needed materials and items and places orders
- confers with and maintains a variety of vendor files
- coordinates purchasing and distribution activities to appropriate schools/warehouses
- maintains, monitors, and posts to appropriate accounts and ledgers
- maintains update of encumbrances to various accounts
- prepares a variety of reports and correspondence related to purchasing activities and operations
- performs a variety of office and clerical functions as required
- performs other related duties as required
- incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

PHYSICAL REQUIREMENTS

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|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 3. Often = 51 to 75 % |
| 2. Occasional = 26 to 50 % | 4. Very Frequent = 76 % & above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 1 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 f. Ability to bend and twist, sit, stoop, kneel, and push, pull and crawl.
- 1 g. Ability to lift 25 lbs.
- 1 h. Ability to carry 25 lbs.
- 4 i. Ability to operate office equipment.
- 1 j. Ability to reach in all directions

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- purchasing methods, procedures, and record keeping
- modern office methods and techniques
- correct English usage, grammar, and punctuation
- the use and operation of standard office equipment including typewriter, calculator, adding machine, copier, and word processing techniques

SKILL TO:

- establish and maintain clear and accurate purchasing files and records
- perform mathematical calculations with speed and accuracy
- effectively use and operate standard office machines and equipment
- communicate effectively in both oral and written forms
- type accurately at a rate sufficient for the performance of required duties
- prepare routine reports and correspondence
- learn and apply laws, rules, and regulations affecting District purchasing operations
- understand and follow both oral and written instructions
- maintain inventory and shipping files
- establish and maintain effective work relationships with those contacted in the performance of required duties

EXPERIENCE

One year of general clerical or account clerical experience, preferably including experience in ordering supplies or equipment; working knowledge of Lotus 1-2-3 and WordPerfect 5.1 or any combination of training and/or experience that could likely provide the desired knowledge and skill.