



Classification Specification

PURCHASING ASSISTANT

Department:	Business Services
Reports To:	Director of Purchasing
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform a variety of clerical duties related to the purchasing of supplies, equipment and materials; type a variety of materials such as purchase orders, correspondence, memoranda and reports; duplicate, distribute and file purchase orders and quotations; independently issue, process, and expedite purchase orders for district sites and central offices; maintain records of purchases, equipment, and services; ensure the efficient processing of goods and services from requisition to delivery.

Essential Duties and Responsibilities:

- Perform a variety of clerical duties related to the purchasing of supplies, equipment and materials; type a variety of materials such as purchase orders, correspondence, memoranda and reports.
- Obtain necessary authorizations for purchasing requests.
- Issue purchase orders.
- Confirm necessary budget available for purchases.
- Encumber funds for all purchase orders.
- Obtain quotations and pricing information.
- Provide product specifications.
- Research and exchange information.
- Receive and process requisitions.
- Record receipt of requisitions into computer program.
- Check purchase orders for accuracy and completeness.
- Distribute goods to appropriate site or department.
- Communicate with site and district staff regarding district policies and procedures for purchasing and procurement; communicate with vendors regarding orders and delivery details.
- Provide assistance and information necessary to make purchasing decisions.
- Provide information on the status of purchase orders.
- Prepare purchase orders, reports, correspondence, bid specifications, and awards, quotations, and other materials as assigned.

- Answer telephones, take messages and provide information related to purchasing activities, procedures and other information as requested; direct calls to appropriate personnel.
- Respond to mail correspondences; greet and assist visitors regarding requests for information.
- Maintain vendor files and requisition logs.
- Maintain a file for catalogs related to the goods and materials commonly purchased by sites and departments.
- Arrange for the repair and maintenance of district equipment and recommend replacement as appropriate.
- Communicate with other departments, vendors and staff to exchange information and coordinate activities; follow up with departments to verify information and receipt of orders.
- Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Purchasing policies, practices and terminology.
- Inventory methods and procedures.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic math.
- District policies and procedures for purchasing goods and services.
- Bid preparation and procedures.
- Financial and statistical record-keeping techniques.

Ability to:

- Perform a variety of complex clerical duties related to the purchasing of supplies, equipment and materials.
- Provide direct assistance to others in a variety of purchasing activities.
- Receive and process purchase orders.
- Add, subtract, multiply and divide quickly and accurately.
- Prepare and maintain a variety of records and files.
- Operate a variety of office equipment including a computer and assigned software.
- Type or input data accurately at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Write grammatically correct routine business correspondence.
- Perform common clerical tasks such as filing, typing, duplicating, and record keeping.
- Make independent judgments.
- Meet timelines and adhere to schedules.

Education: High school graduation or the equivalent GED, supplemented by business administration course work.

Experience: Three (3) years of experience in a business office or three (3) years of experience as a purchasing clerk, clerical support, or an inventory control clerk. Additional qualifying education may be substituted for experience on a year-for-year basis.

Licenses, Certifications, and other requirements:

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly:

- Indoor office/warehouse facility environment.
- Moderate levels of ambient noise.
- Fast-paced work environment with changing priorities.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work at a desk or table.
- Bend, twist, stoop, or kneel.
- Lift objects up to 25 pounds.
- Carry objects up to 20 pounds.
- Reach in all directions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.