

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## PURCHASING CLERK

### **SUMMARY:**

The Purchasing Clerk works independently while issuing, processing and expediting purchase orders for the District sites and central offices. The incumbent maintains records of purchases, equipment and services, and assures the efficient processing of goods and services from requisition to delivery.

### **DEGREE OF SUPERVISION:**

The Purchasing Clerk works independently to prioritize and complete tasks. Work is checked and assessed by the Supervisor of Purchasing.

Evaluations will be performed on a timeline in accordance with the collective bargaining agreement. Evaluations will be made by the Supervisor of Purchasing.

### **DUTIES AND TASKS: (*All tasks are essential functions unless noted with an S*)**

1. Process, place and expedite authorized requisitions
  - A. Obtain necessary authorizations
  - B. Issue purchase orders
    - 1) Confirm necessary budget available for purchases.
    - 2) Encumber funds for all purchase orders.
  - C. Communicate with vendors
    - 1) Obtain quotations and pricing information.
    - 2) Provide product specifications.
    - 3) Explain District policies and procedures.
    - 4) Research and exchange information.
  - D. Receive requisitions
    - 1) Record receipt into computer program.
    - 2) Check for accuracy and completeness.
    - 3) Distribute goods to appropriate site or department.
  - E. Communicate with site and District staff
    - 1) Provide assistance and information necessary to make purchasing decisions.
    - 2) Provide information on the status of purchase orders.
2. Clerical
  - A. Prepare purchase orders, reports, correspondence, bid specifications and awards, quotations and other materials as assigned;
  - B. Operate standard office equipment used to perform the functions of the department;
  - C. Answer phones;
  - D. Maintain vendor files and requisition logs;
  - E. Maintain a file for catalogs related to the goods and materials commonly purchased by sites and departments;
  - F. Arrange for the repair and maintenance of District equipment and recommend replacement as appropriate;

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## PURCHASING CLERK

<p>G. Sort District mail; (S)</p> <p>H. Substitute for the warehouse driver to run the mail route; (S) and</p> <p>I. Substitute for the District's telephone receptionist. (S)</p> <p>3. Other Duties as Assigned</p>
<p><b>KNOWLEDGE, SKILLS, AND ABILITIES:</b></p> <p>1. Knowledge</p> <p>A. Working knowledge of:</p> <ol style="list-style-type: none"><li>1) Purchasing procedures, functions and terminology;</li><li>2) District policies and procedures for purchasing goods and services;</li><li>3) Bid preparation and procedures;</li><li>4) Financial and statistical record-keeping techniques; and</li><li>5) Common office equipment and their functions.</li></ol> <p>2. Skills</p> <p>A. Inputting data at 50 words per minute;</p> <p>B. Writing grammatically correct routine business correspondence;</p> <p>C. Operating a computer;</p> <p>D. Performing basic addition, subtraction, multiplication and division calculations with speed and accuracy; and</p> <p>E. Performing common clerical tasks such as filing, typing, duplicating and record keeping.</p> <p>3. Abilities</p> <p>A. Make independent judgments;</p> <p>B. Speak on a one-to-one basis using appropriate grammar and vocabulary to obtain information and to explain policies and procedure;.</p> <p>C. Establish and maintain cooperative and effective working relationships with others;</p> <p>D. Meet timelines and adhere to schedules; and</p> <p>E. Understand and follow oral and written directions</p>
<p><b>QUALIFICATIONS:</b></p> <p>1. Education and Experience</p> <p>A. Equivalent to graduation from high school supplemented by appropriate business course work;</p> <p>B. Three years of experience in a business office <b>or</b> three years of experience as a purchasing clerk, buyer, inventory control clerk.</p> <p>C. Additional qualifying education may be substituted for experience on a year-for-year basis.</p> <p>2. Licenses and Other Requirements</p> <p>Valid California driver's license</p>

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## PURCHASING CLERK

### **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:** operate office equipment, hear and understand speech at normal levels and communicate so that others can clearly understand normal conversation.

The employee is **frequently required to:** work at a desk or table, bend, twist, stoop, or kneel, lift objects up to 25 pounds, and carry objects up to 20 pounds.

The employee is **occasionally required to:** reach in all directions.

### **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:** working in a small office environment or in a warehouse facility with moderate levels of ambient noise.

**SALARY RANGE: 23**