



Classification Summary

Performs centralized purchasing, warehouse inventory and distribution duties using secretarial, administrative and clerical skills.

Distinguishing Characteristics

Incumbents in this class are distinguished from other purchasing and inventory staff by their responsibility for the security of bids, proposals and quotes for goods and services for the district, authorization of district purchases up to \$1,000, and supervision of department secretarial and clerical staff.

Supervisory Relationships

Reports to and receives work assignments and direction from the Purchasing and Central Services Manager. Supervises the Requisition Processing Assistant, Purchasing and Inventory Assistant and student workers.

Examples of Duties

1. Assist Purchasing Manager in preparation of bids; type rough drafts of bid specifications from departments; upon approval, route bid for printing; draft newspaper advertisements and arrange publication; mail specifications to names on bidders list.
2. Log in bids and proposals as received; prepare tally sheet for bid or proposal opening; verify time and date of bid opening; open bids and record amount, vendor, date and time of bid opening.
3. Copy bids and proposals and route for staff analysis.
4. Compile all bid information and prepare in report form for Board of Directors; type letter of recommendation. Notify all bidders and proposers of bid award.
5. Obtain price quotes by phone or letter from vendors; file price information; type purchase orders; follow-up on deliveries and monitor partial and back-order deliveries; verify user satisfaction with goods or services; record pertinent information for future use.
6. Review and authorize purchases up to \$1,000; review budget document and verify budget account numbers for equipment or supplies; review quote material or formal bid amounts to verify the correct amount. Supervise Requisition Control Assistant in performance of these same duties.
7. Compile property and liability insurance information and prepare for submission to insurance companies; maintain insurance files.
8. Maintain record keeping system of a variety of data such as bids, insurance claims, vendor and school supply catalog.
9. Compile data from many sources; verify, code, enter and store for later retrieval and report preparation.
10. Prepare large documents on the word processor such as catalogs, bids and specification; store, edit, format, type, proof, print and distribute.
11. Relieve Supervisor of administrative details in area assigned, which includes prioritizing and composing responses to routine correspondence.
12. Gather, compile, summarize and perform analysis of information and/or data in connection with bids, required reporting or research on goods or services. Often requires the use of computer and application of basic statistical techniques, bookkeeping procedures, and written and oral communication skills.
13. Compose correspondence to disseminate or retrieve information from large groups such as staff, vendors or the general public.
14. Compile, reconcile, and process invoices from accounts payable for payment; verify correct amount to avoid overpayments; compute discounts and submit in required time frame; contact vendors to arrange invoice corrections are required.

15. Compile department budget information and type final budget.
16. Receive and respond to departments and school staff requests for information. Obtain and provide responses for those situations where information is available and established procedures permit dissemination. Analyze unusual or complex situations and refer to the appropriate position for resolution. Often assist the Purchasing Manager in developing these responses. This may involve either substantial telephone contact, direct public interaction or correspondence. Presentation of a professional image for the department is important in these relationships.
17. Research discrepancies in computerized warehouse inventory counts and manual counts; conduct physical inventory of items if required to resolve discrepancies.
18. Credit and debit school account when wrong account numbers are entered over the computerized ordering system; adjust inventory amounts accordingly.
19. Perform related duties as required.

Required Knowledge, Skills and Abilities

1. Knowledge of state statutes, rules and regulations on public contracts and purchasing and government ethics.
2. Ability to acquire knowledge of school supplies and equipment.
3. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
4. Ability to learn operation of a computerized inventory system, data storage and retrieval.
5. Ability to post data rapidly and accurately and make arithmetic calculations.
6. Knowledge of supervisory principles and practices and the ability to apply that knowledge toward the supervision of subordinate personnel.
7. Ability to develop and maintain effective work relationships with subordinates, user departments, vendors, and the general public.

Minimum Qualifications for Class Entry

Three years recent experience in purchasing, warehouse and distribution secretarial and clerical work, preferably in a public environment, that required extensive user, vendor or public contact.

Work Environment

Incumbents work in a controlled environment office setting within the district's main warehouse.