



PERSONNEL COMMISSION

Class Code: 5133
Salary Range: 22 (C1)

SENIOR PURCHASING ASSISTANT

JOB SUMMARY

Under general supervision, perform a variety of complex and varied duties related to the preparation of vital documents involved in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; serve as a lead in the office and assist in monitoring the flow and completion of clerical work; prepare and distribute bid packages; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of complex and varied duties related to the preparation of vital documents involved in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services. **E**
- Serve as a lead in the office; assist in monitoring the flow and completion of clerical work; train and provide work direction and guidance to clerical staff; participate in the hiring and evaluation process as requested. **E**
- Prepare and distribute bid packages to vendors and contractors; set dates for job walks, pre-bid conferences, openings and advertisements; prepare and place advertisements; copy and mail bid packages. **E**
- Receive, tabulate and track bids; verify contractor licenses and liability insurance; copy bid boards; prepare recommended bid award or extension letters for approval by the Board of Education; notify appropriate individuals of bid approvals and extensions. **E**
- Receive, review and process authorized buy-out requisitions and purchase orders; inspect orders for accuracy and completeness including authorizing signatures, identification numbers, account codes, quantity and delivery points. **E**
- Print purchase orders and match to corresponding requisitions; prepare backup copies; separate forms for distribution to vendors and appropriate staff; maintain related files. **E**
- Input purchase order data into computerized database; calculate prices and freight cost extensions as needed; assure the timely distribution and receipt of copies to appropriate personnel and sites. **E**

- Prepare Request-For-Quote (RFQ) and Request-For-Proposal (RFP) forms; distribute to vendors to secure best prices, discounts and freight charges on purchased items; process forms and enter data into computer; maintain related files. ***E***
- Initiate and receive telephone calls; screen and route calls; take and relay messages; explain purchasing policies and procedures and provide information according to established guidelines; resolve issues as appropriate. ***E***
- Prepare and maintain a variety of records, logs and files related to purchasing activities including bid files; compile data for inclusion in reports; prepare and revise vendor lists, databases, files and records; receive, date stamp and distribute mail and purchasing documents. ***E***
- Compose correspondence independently or from oral instructions; type letters, contracts, records, requisitions and other materials from straight copy, rough drafts or oral instructions, review, proofread and verify accuracy of documents. ***E***
- Communicate with freight service companies, contractors, other District departments and requestors to exchange information and verify status of orders; contact vendors to obtain information such as current pricing, delivery timelines and availability. ***E***
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software; may drive a District or personal vehicle to conduct work as assigned by the position. ***E***
- Attend and participate in a variety of meetings and trainings; serve on assigned committees. ***E***
- Provide assistance to other department divisions and staff as requested to assure smooth and efficient office operations. ***E***
- Assist in updating the Purchasing Handbook.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform a variety of complex and varied duties related to the preparation of vital documents involved in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services. In addition, incumbents participate in bid and contract activities. A Senior Purchasing Assistant typically serves in a lead role, providing work direction and guidance to clerical staff and coordinating the filing and record-keeping of documents in the office.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.

General purchasing and accounting practices and terminology.

Use and processing of requisitions, purchase orders, invoices, bids, contracts and related purchasing documents.

Applicable laws, codes, rules and regulations.
Principles and practices of training and providing work direction.
Local vendors and sources of supply.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
District organization, operations, policies and objectives.
Mathematical computations.

Ability to:

Perform a variety of complex and varied duties related to the purchase of District supplies, materials, food, equipment and services.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Train and provide work direction and guidance to others.
Answer telephones and greet the public courteously.
Maintain records, logs and files.
Compile, verify and prepare data for records and reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Determine appropriate action within clearly defined guidelines.
Compose correspondence and written materials independently.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.

Education and Training:

Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

Experience:

Two years of clerical purchasing or contract experience. Experience in a public agency is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification assigned to the Nutrition Center require the use of a personal automobile, possession of a valid California Class C driver's license and applicants are required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and warehouse environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling objects weighing up to 25 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.