

Palm Springs Unified School District

Purchasing Assistant



JOB DESCRIPTION

Palm Springs Unified School District
A. R. # 4232.386

PURCHASING ASSISTANT

PURPOSE STATEMENT

The Purchasing Assistant provides data entry and clerical support for the purchasing process including posting data for warehouse supplies and purchase orders; ensures accuracy of data prior to process; and reconciles shipments received.

FUNCTIONS

- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, purchase order report, payroll, etc.).
- Maintains manual and electronic documents, files and records (e.g. financial information, licenses, warrants, warehouse inventory, etc.).
- Prepares a variety of written materials (e.g. purchase orders, requisitions, change notice, bids, board reports, etc.).
- Processes documents and materials (e.g. bids, incoming purchase requisitions, purchase orders, mail, etc.).
- Assists with physical inventory to verify stock and identify losses.
- Responds to inquiries, and provides information, direction and/or appropriate referrals.
- Reconciles warehouse orders with items received.
- Contacts vendors to verify information and respond to inquiries.
- Researches information (e.g. products, freight, demographics, delays, damaged materials, shipping errors, specifications, prices, etc.) and provides information for recommendations and decision making.
- Assists other personnel as may be required.
- Performs related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Any combination of experience and training which would indicate a possession of the knowledge, skills and abilities listed above. An example of an acceptable combination is: Equivalent to graduation from high school and three years responsible office experience involving technical procedures, volume activities, and statistical record-keeping.

SKILLS are required to perform a variety of clerical support duties; receive and process purchase requisitions; maintain records and prepare reports; read and interpret materials; operate a variety of office equipment including a computer and related software; use a 10-key calculator; perform mathematical computations.

KNOWLEDGE of purchasing policies, practices and terminology; financial and statistical record-keeping techniques; budgetary, accounting, and legal procedures and practices of the district regarding procurement and disbursement of supplies and equipment; factors affecting quantity of commodities to be kept on hand; basic bid preparation procedures; basic inventory methods and procedures.

ABILITY to type at a net speed of 45 words per minute from clear copy; learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district; make decisions in accordance with laws, ordinances, regulations and established procedures; use correct spelling, grammar and punctuation; understand and follow oral and written instructions; communicate effectively both orally and in writing; simultaneously perform multiple tasks; demonstrate organizational and networking skills; meet schedules and time lines and prioritize work; establish and maintain satisfactory working relationships with staff, supervisors, vendors, administrators and the public; promote a collaborative team environment; understand and be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of administrators and staff; maintain consistent, punctual and regular attendance.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Education High School diploma or equivalent.

Required Testing Certificates

Job-Related Proficiency Examination Valid Driver's License and Evidence of Insurability (desired)

Typing certificate providing proof of ability to type 45 WPM

Continuing Education/Training Clearances

None Specified Criminal Justice Fingerprint/Background Clearance

TB Clearance

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, local 911 Maintenance & Operations Unit, and Palm Springs Unified School District.

FLSA Status Bargaining Unit Salary Range BOE Approval Date
Non Exempt Teams 1 14 1/22/08

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