

PURCHASING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work performing technical operations related to many phases of the purchasing process in a school system. Work is performed according to a well defined routine and under the direct supervision of the School Business Manager, Assistant Superintendent for Business or Purchasing Agent, as the case may be, who provides assistance only where major decisions or purchases are involved. Supervision over others is not normally a responsibility of the position.

TYPICAL WORK ACTIVITIES:

1. Ascertains annual material needs from school department heads;
2. Checks purchase requests against budgetary allocations;
3. Prepares purchase specifications and newspaper advertisements to announce bid openings;
4. Solicits and receives bids;
5. Prepares requisitions, signs purchase orders and approves bills for payment;
6. Interviews and conducts correspondence with vendors;
7. Checks on deliveries of materials ordered;
8. Sells or disposes of obsolete materials;
9. Makes reports and maintains records, price lists and catalogue files;
10. May prepare purchase resolutions for consideration by the Board of Education;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of purchasing; good knowledge of business methods and market conditions generally; working knowledge of governmental budgeting procedures; ability to maintain detailed records; ability to establish satisfactory working relationships with others; ability to understand and follow technical oral and written directions; integrity; initiative; resourcefulness; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or its equivalency and:

- EITHER: (A) Completion of two (2) years of college with major work in Business Administration and one (1) year of responsible experience in purchasing;
- OR: (B) Three (3) years of responsible experience in purchasing;
- OR: (C) Any equivalent combination of the training and experience listed in (A) and (B) above.

PC0305

REVISED: 08/01/75
 09/15/95