

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex clerical work related to the purchasing of supplies, equipment and materials for the District; provide direct assistance to Buyers in a variety of purchasing activities.

DISTINGUISHING CHARACTERISTICS:

The Purchasing Assistant II classification is responsible for performing a variety of complex clerical work related to the purchasing of supplies, equipment and materials for the District and provides direct assistance to Buyers. The Purchasing Assistant I classification is responsible for performing a variety of clerical duties related to the purchasing of supplies, equipment and materials.

ESSENTIAL FUNCTIONS:

Perform a variety of complex clerical work related to the purchasing of supplies, equipment and materials for the District.

Receive, review and process purchase requisitions for textbooks for current cost calculations and budget approval; process orders.

Provide direct assistance to Buyers in a variety of purchasing activities including obtaining price quotations, contacting vendors regarding supply and equipment ordering, and following up with discrepancies in orders.

Communicate with other departments, vendors and staff to exchange information; follow up with departments to verify information and receipt of orders.

Contact vendors by telephone or mail regarding discrepancies or other problems pertaining to purchasing; assist in investigating complaints regarding damaged or substandard materials.

Type a variety of materials including letters, reports and quotations, purchase orders and other documents as required to communicate with vendors regarding purchase orders, receipt of materials and bids.

Maintain and follow up on repair orders for District furniture, copiers, and other equipment as required; participate in monthly copier meter readings; maintain logs on machine usage and copier repairs.

Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to conduct work.

Assist Accounting Department with purchase order problems.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices and terminology.

Inventory methods and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic math.

ABILITY TO:

Perform a variety of complex clerical duties related to the purchasing of supplies, equipment and materials for the District.

Provide direct assistance to Buyers in a variety of purchasing activities.

Receive and process purchase orders.

Add, subtract, multiply and divide quickly and accurately.

Prepare and maintain a variety of records and files.

Operate a variety of office equipment including a computer and assigned software.

Type at a minimum of 35 words per minute from clear copy.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person and on the telephone.

Sit for extended periods of time.

See to read a variety of materials.

Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and three years of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.

Driving a vehicle to conduct work.