

PURCHASING ASSISTANT

DEFINITION

Under general supervision, processes a large volume of requisitions for a variety of materials, supplies and equipment; receives, logs, inputs data and distributes requisitions and related correspondence on a District-wide basis; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the entry level into the purchasing support class series. Incumbents with well-developed office support skills learn purchasing terminology and process and perform detailed clerical work in support of a high-volume, centralized purchasing function. This class is distinguished from other office support classes by the emphasis upon specific purchasing-related activities.

EXAMPLES OF DUTIES

Reviews incoming requisitions for required information, including proper coding, signatures and dates.
Performs data entry for requisitions, stock orders and related information into the automated purchasing system; coordinates with MIS regarding the preparation of purchase orders periodic and special reports.
Logs and tracks pending orders; expedites shipments where possible and contacts vendors at a school or District department regarding discrepancies on orders or shipments.
Maintains a bid list, vendor code listing and catalog file; inputs information for new vendors and updates information for current vendors.
Records incoming checks payable to District and lists monies received.
Orders discount BART tickets and distributes them following ticket order requests.
Maintains current listing of certain District-owned equipment covered under maintenance agreements; contacts vendors to repair equipment not covered under a maintenance agreement.
Greet, directs and provides information in person and over the telephone.
Reorders warehouse/office supplies as required.
Coordinates annual district magazine orders.
Performs general office support duties, such as word processing, filing, making appointments for supervisor and operating standard office equipment; may act as key operator for photocopy machines; opens and distributes Purchasing Department mail and inter-District correspondence.

QUALIFICATIONS

Knowledge of:

Standard office practices and procedures, including the operation of standard office equipment.
Computer applications related to the work.
Record keeping and filing practices.
Business arithmetic.
Basic purchasing terminology, procedures, supplies, equipment and services required by a public school system.

Skill in:

Learning, understanding and following technical and mandatory procedures and codes used in the purchasing function.
Reviewing requisitions and other forms for completeness and accuracy.
Making accurate arithmetic calculations.
Entering into and retrieving data from and computer system with sufficient speed and accuracy to perform the work.
Prioritizing work to meet required deadlines.
Preparing accurate reports and basic specifications.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to graduation from high school.

Experience:

One year of general office support experience.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 11/75

R: 03/80

R: 11/85

R: 02/97

R: 02/03