

Job Title: Purchasing and Asset Management Clerk

Definition:

Under the general supervision of the Assistant Superintendent of Business and direct supervision of the Director of Fiscal Services, plans, organizes and administers the centralized purchasing activities of the District in the procurement of supplies, services and equipment necessary for District operations.

Distinguishing Characteristics:

This classification is distinguished from others in the Business Office in that the incumbent performs a variety of tasks directly related to the purchasing function.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepares and organizes all purchasing office functions such as procurement of materials, supplies, equipment and services.
2. Requests prices, quotes, and specifications for materials and services.
3. Researches best vendor for materials, supplies, and services for school sites and District office departments.
4. Reviews and stays current on state and federal regulations and established District procedures and policies related to purchasing and procurement.
5. Maintains and reconciles assets in the Asset Management System unrelated to construction accounting.
6. Performs physical inventories of assets at the District office and school sites for information reporting.
7. Prepares correspondence and reports for the Purchasing department, including purchase order reports for the Board.
8. Maintains regular communications with warehouse personnel regarding direction of deliveries and purchases.
9. Confirms accuracy and completeness of requisitions prior to conversion to purchase orders.
10. Performs additional actions as necessary following the reception of signed purchased orders including clarifying instructions, order details, and enhanced descriptions of the purchase.
11. Maintains files on product catalogs, vendors, purchase orders, requisitions, correspondence, and reports.
12. Performs the year-end process for purchase orders.
13. Maintains the credit card check out system, including the addition of new credits cards.
14. Monitors and reconciles District credit card statements and credit accounts (Fedex, UPS, etc...)
15. Coordinates with the Facilities division on the pickup, delivery, and maintenance of roll-off containers and regular trash bins, including the communication of needs to the District's waste management vendor.
16. Arranges for the retrieval of recycling materials and declared surplus items.
17. Performs other related duties as assigned.

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- Practice and procedures of office processes
- Filing business correspondence and basic accounting procedures
- Various office machines
- Use of correct grammar, spelling and punctuation
- Public contract codes

Skill and Ability to:

- Perform difficult and complex calculations
- Develop and maintain a variety of records
- Maintain accurate and complete records and reports
- Understand and follow oral and written directions
- Use office equipment and office machines
- Maintain professional confidentiality
- Maintain effective and cooperative working relationships with fellow workers, supervisors, and departments
- Keyboard neatly and accurately at least 35 wpm on a five-minute test

Training and Experience:

Any combination equivalent to training and experience in school operations, purchasing practices, budgeting or record keeping. High school diploma or equivalent. Buying principles and practices of school-related supplies, materials, and equipment, including pricing and sourcing.

Licenses and Certificates:

- Possession of a valid California driver's license and proof of automobile insurance.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Perform work which involves the lifting, pushing and/or pulling of objects in order to verify District asset tags or other unique identifying information.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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Job Title: Purchasing and Asset Management Clerk**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)			X
Bending (waist)	X		
Kneeling		X	
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back/neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0– 1.5HPD)	Occasionally (1.5–3 HPD)	Frequently (3 – 6 HPD)	Rarely (0– 1.5 HPD)	Occasionally (1.5–3 HPD)	Frequently (3–6 HPD)
0 – 10 lbs.		X		X		
11 – 25 lbs.		X		X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve		X	
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write		X	
Plan		X	
Multi-Task			X

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Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)		Frequently (3 – 6 HPD)
Telephone				X
Copier		X		
Computer				X
FAX Machine		X		
Radio	X			