

SENIOR PURCHASING CLERK

CLASS SUMMARY

Under general supervision performs a wide variety of technical and complex clerical duties in the purchasing of various materials, supplies and equipment; assists Buyers in obtaining goods and services; conduct on-line training for district staff; performs related duties as required.

REPRESENTATIVE DUTIES

Reviews and verifies information and pricing on purchase requisitions; Checks requisitions for proper coding and departmental budget balances; sorts requisitions by account classification and assigns purchase order numbers; operates microcomputer to verify all account numbers on requisitions for accuracy and account balance; enters requisition encumbrances on microcomputer; prepares purchase orders using online computer system; conducts on-line purchasing training for district employees in classroom environment; develops and maintains on-line purchasing manual; provides assistance on individual basis; types letters and reports; prepares and processes purchase order changes; answers questions from departments and vendors concerning requisitions and purchase orders; participates in the preparation and distribution of bid packets; obtains and verifies prices from vendors via mail and telephone; maintains a variety of specialized record keeping systems, such as district inventory and vendor files.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager in the Purchasing department and is responsible for performing the more technical clerical work of the Purchasing Department.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to a high school diploma, supplemented by courses in office technology, bookkeeping, accounting or purchasing and three years of progressively responsible clerical and office experience, including at least one year of purchasing experience.

Knowledge and Abilities

Knowledge of: departmental microcomputer software programs, record keeping, filing systems, and office procedures for general, technical, and statistical office activities; modern office methods and equipment; English, grammar, spelling, compositions, and vocabulary; arithmetic; principles of public contact and public relations.

SENIOR PURCHASING CLERK cont'd

Ability to: learn the operation of microcomputer, calculator, copier and fax machines; organize and coordinate office operations; establish and maintain effective communications and working relationships with others; learn and apply technical and legal procedures, policies and regulations; work independently and assume responsibility for schedules, reports, and general flow of a volume of activities.

Skills: Must complete keyboarding, clerical (filing and Checking) and software skills evaluation. Screening committee will use results as one of the selection criteria.