



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

December 1990

PURCHASING ASSISTANT II

DEFINITION

Under general supervision, to perform a variety of specialized, technical and office support duties related to the acquisition of standard supplies, equipment and material; to solicit, analyze and evaluate prices and information from vendors; prepare a variety of periodic equipment and materials reports; and to perform other job related work as required.

EXAMPLES OF DUTIES

Receives, examines and processes requisitions for supplies and equipment from District staff and contractors according to established policies; assists in the maintenance of purchasing and commodity lists; assists in the maintenance of an inventory control system; consults appropriate vendors and receives and analyzes quotations and bids for relative prices and consistency with established specifications; interviews vendors in regard to purchasing and selling operations, types of material required, specifications, complaints and problems arising in connection with purchases; locates and develops new vendor sources; maintains records showing current information on purchases completed, in process and sources of supply; coordinates and consolidates the needs of various personnel for standardized supplies, materials and equipment; assists managers in correlating projected item and material costs for budget preparation; answers and initiates correspondence relating to purchasing; maintains clerical inventories and spot checks maintenance of storerooms; performs a variety of inventory and materials support duties; prepares required reports; operates a variety of office machines; operates a computer terminal and printer to input and retrieve data and to produce required reports and tabulations; assists in responding to inquiries from the public and contractors concerning the purchasing policies and practices of the District; performs a variety of related office support duties.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic purchasing principles and practices;
- Sources of supply, methods of securing competitive bids and proper forms of specifications;
- Basic laws and regulations applicable to bidding procedures and purchasing operations;
- General quantity, quality and types of materials and equipment used by a school district;
- Modern office practices and procedures including business correspondence, filing, recordkeeping and automated office equipment operation.

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Ability to:

Interpret and apply various state, county and District codes, regulations and ordinances pertinent to District purchasing activities;
Evaluate the quality and price of available supplies, materials and equipment and make the most economical purchases;
Analyze purchasing procedures and recommend improvements;
Establish adequate inventory controls and stock replacement procedures;
Learn to prepare equipment and materials specifications in accordance with established procedures and format;
Price and order equipment and materials required for specific projects;
Establish and maintain cooperative working relationships with those contacted in the course of work;
Operate standard office equipment and computer terminal to input and retrieve data and to produce required reports;
Read and write at the level required for successful job performance.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledges and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

Three years of technical purchasing recordkeeping experience, preferably including the acquisition of education related items and substantial public contact. Experience in a California educational institution is highly desirable.

This position will be paid on the appropriate step of the Classified salary schedule

- Range 155
- 12 months