

PURCHASING CLERK III

DEFINITION

Under general supervision, assists in the procurement and purchase of goods, materials, supplies, labor and equipment in assigned commodity areas; performs responsible and technical clerical functions pertaining to a purchasing operational process; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- prepares and verifies service contracts
- may assist the buyers in the bidding process
- verifies contractor license, insurance, performance and payment bonds
- performs a variety of clerical functions pertaining to the purchase of goods, supplies, labor and equipment including receiving requisitions and reviewing them for completeness and authorization that are under the formal bid limit
- prepares purchase orders and contracts for input into a data management, storage and retrieval system
- reviews, adjusts and reconciles purchase order, inventory and standard stock output reports
- contacts vendors and manufacturer representatives, and updates goods, supplies and equipment files and catalogs
- organizes, develops, and maintains suspense files and records, follows-up on late deliveries
- matches packing slips and purchase orders and contacts vendors concerning shipping discrepancies and damaged goods, materials, supplies and equipment
- assists in the preparation of contracts, bid specifications and bid documents from draft materials
- prepares a variety of input documents pertaining to an automated inventory control system, and retrieves output reports on a regularly scheduled arrangement
- reviews, verifies and updates the District inventory control records
- assists in contacting vendors and invites quotations and bids
- assists in the necessary clerical functions related to the bid opening process
- assists in the preparation and maintenance of standard purchasing and supply lists
- performs a variety of responsible clerical functions, including keyboarding, records maintenance and the development of enhanced data management, storage and retrieval procedures
- prepares or assists in the preparation of management reports pertaining to the monthly purchasing activity

QUALIFICATIONS

Knowledge of: Methods, procedures and techniques of a purchasing operation for an educational agency; sources of commodities, supplies and equipment; automated data management, storage and retrieval systems; standard purchasing terminology, specification development and bidding procedures.

Ability to: Learn and apply laws, rules and regulations and District policy pertaining to the purchasing functions; make mathematical calculations with speed and accuracy; establish and maintain a variety of specialized and complex records and files; effectively operate a computer and use appropriate software applications; understand and follow oral and written directions; communicate effectively in oral and written form; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out the essential job functions.

- may exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of responsible experience involving the purchasing activities of a public or educational agency.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or coursework in office practices, purchasing or a closely related field is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

