



Santa Rosa City Schools

Classification Description

Job title:	Purchasing Assistant	Department:	Purchasing
Reports to:	Director of Purchasing	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	12 Month
Revision(s):		Salary Range	27

DEFINITION:

Under the direction of the Director of Purchasing, assist, coordinate, and expedite the purchasing function of the District; assist in the planning, organization, and direction of the operations of the District Purchasing Department.

QUALIFICATIONS:

Education:

High School Diploma or equivalent

Experience:

Any combination equivalent to at least three years of purchasing clerical experience.

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- Laws and policies related to public purchasing methods and techniques
- Potential vendors for merchandise necessary for the operation of the School District
- Principles and practices of buying
- Methods and terminology used in financial and clerical work
- Current office practices and procedures
- Current office equipment and required software programs

Ability to:

- Communicate and understand instructions
- Perform basic mathematical calculations
- Review purchase requisitions and effectively purchase a variety of supplies and equipment
- Interpret applicable laws, rules, and regulations
- Prepare bid documents and write specifications
- Understand and carry out oral and written directions
- Maintain cooperative relationships with those contacted in the course of work

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Receive, review, and process purchase requisitions; determine purchasing methods to be used on assigned requisitions.
2. Follow up on purchase orders and effective delivery and contact vendors if necessary.
3. Coordinate and authorize equipment repair between schools and vendors; issue appropriate purchase orders; monitor the District Repair Budget.
4. Secure quotes verify prices, and purchase various equipment and supplies; monitor accounts of each school's capital expenditure accounts.
5. Respond to questions and provide recommendations to schools or District Administrators regarding the procurement of supplies and equipment.
6. Stay up to date on new products and procurement processes.
7. Maintain purchasing records and provide timely authorization of invoices to accounts payable. Pull various purchasing and inventory reports and records.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs related duties as assigned within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting	X				
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)	X				
Power Grasping (ND)	X				
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.