POSITION DESCRIPTION

TITLE: Department Secretary, Purchasing.Accounting
LOCATION: Administrative Service Center
REPORTS TO: Manager
DEPARTMENT: Purchasing/Accounting

SUMMARY STATEMENT:
Under the overall supervision of the Purchasing/Accounting Manager and the day-to-day operations under the Lead Purchasing Assistant, the Department Secretary will perform a variety of secretarial and clerical functions for the department. The performance of these duties requires knowledge of District and departmental procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, vendors, and the general public.
3. Input, generate, and distribute purchase orders using the on-line fiscal system.
4. Commit and file purchase orders, input new vendors and perform on-going maintenance of the vendor system, monitor requisitions not transferred, and work with locations on initial and on-going training in the purchase order system.
5. Work with vendors and locations to resolve purchase order problems.
6. Open, date, and distribute all written communications coming into the department.
7. Compose, prepare, and distribute correspondence as requested.
8. Schedule conference rooms for department meetings, and take meeting minutes as needed.
9. Provide back-up support to the Purchasing Clerk.
10. Process Business Office Travel Advance Checks, follow-up on claims for expenses, balance the Business Office Travel Advance revolving account and match claims for expenses with Travel Advance/Travel authorization.
11. Assist with the Board packet.
12. Assist with the bid process which includes setting up and maintenance of bid files, research for bid development, preparing and mailing legal advertisements, preparing bid mailing lists, updating vendor information in Microsoft Access, preparation of bid documents in Word and Excel, mailing bids and summaries and recording receipt of public bids.
14. Distribute procurement card statements.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Perform as backup to procurement card system functions.

PHYSICAL DEMANDS REQUIRED:
MENTAL DEMANDS REQUIRED:

- Verbal Communication (66-100%)
- Detailed Work (66-100%)
- Written Communication (33-66%)
- Reading Documents (66-100%)
- Customer Contact (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Reasoning (66-100%)
- Math (33-66%)
- Constant Interruptions (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

IBM/PC, typewriter, telephone, 10-key/calculator, copy machine, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

Testing may be required.

1. Typing/keyboarding of 50 wpm.
2. A minimum of two years of experience in a related field, or equivalent training.
4. Demonstrated ability to perform on the computer, using Windows environment and related applications.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to communicate effectively with staff and the general public.
7. Must possess good math aptitude.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated organizational skills and the ability to follow through.
10. Demonstrated ability to handle multiple priorities at one time.
11. Must have a good command of the English language.
12. Demonstrated ability to problem solve.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: _______________________________ Date: ________________

District: _______________________________ Date: ________________

Revised Date: 04/20/2011
Classification: Secretarial
Class: Class II
Display on Web? Yes

Department Secretary, Purchasing-Accounting