POSITION DESCRIPTION

TITLE: Lead Purchasing Assistant
LOCATION: Administrative Service Center
REPORTS TO: Manager, Purchasing and Accounting
DEPARTMENT: Purchasing and Accounting

SUMMARY STATEMENT:
Under the general supervision of the department manager, the Lead Purchasing Assistant will assist in supervising the purchasing department, and assign and monitor the work flow with the purchasing staff. This position will provide regular updates to the department manager.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and outside vendors in person, by telephone, via e-mail, and in writing.
2. Operate the computer.
3. Assist in writing and coordinating procedures for the District's purchasing manual.
4. Keep current on District purchasing policies and procedures and State regulations.
5. Assist and advise staff on purchasing procedures. Act as a resource person for the District.
6. Keep current on the District's purchasing fiscal system software.
7. Provide training and technical assistance to District staff on District purchasing functions for all funds.
8. Assist in the administration of the procurement card system for the District, including training of cardholders, monitoring of transactions, downloading of transactions and statement data from the bank, preparation of reports, and analysis of the program.
9. Administer and maintain a small works roster for the District, including solicitation of contractors, monitoring of compliance with insurance and licensing requirements, communication with contractors, Department of Labor & Industries, Facilities and Maintenance departments.
10. Prepare supply and equipment cost estimates and comparisons, and provide the cycle and other cost analysis reports.
11. Prepare and coordinate an annual purchasing calendar.
12. Prepare purchasing related Board resolutions.
13. Assign and monitor day-to-day department work flow.
14. Assist in supervision of department staff, including participation and input into department staff evaluations.
15. Authorize and approve purchase orders to the threshold amounts approved by the District.
16. Provide assistance with activities related to the District's strategic plan.

OTHER RESPONSIBILITIES:
1. Travel from location to location in order to train employees in Purchasing procedures.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)
Speaking (66-100%)
Hearing (66-100%)
Sitting (66-100%)
Standing (Up to 33%)
Reaching (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%)
Writing (66-100%)
Lifting/Carrying Up to 30 lbs. (Up to 33%)
Driving (Up to 33%)

Mental Demands Required:
Reading Documents (66-100%)
Verbal Communication (66-100%)
Written Communication (33-66%)
Problem Solving (33-66%)
Detailed Work (66-100%)
Training (Up to 33%)
Multiple Concurrent Tasks (66-100%)
Constant Interruptions (66-100%)
Math (66-100%)
Customer Contact (66-100%)
Confidentiality (66-100%)
Reasoning (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 (clone), telephone, typewriter, printer, 10-key calculator, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

Minimum Qualifications:

1. Typing/keyboarding of 50 wpm.
2. Must possess knowledge of purchasing principles, plus a minimum of four years of experience, or training in purchasing process, using a computerized system.
3. Demonstrated ability to perform on the computer, using Windows environment and related applications.
4. Must be able to understand both oral and written communication and carry out directions as specified.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Must possess a good math aptitude.
8. Demonstrated organizational skills and a commitment to follow through.
9. Demonstrated ability to work under conditions of constant interruption and perform under deadline pressure.
10. Demonstrated ability to problem solve, analyze, and resolve purchasing related issues.
11. Ability to travel from location to location in order to train staff on purchasing procedures.
12. Ability to maintain confidentiality of sensitive information.
13. 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: _______________

New
Revised Date: 10/15/2003
Classification: Professional Technicians - Office Clerical
Class: Class V
Display on Web? Yes
Lead Purchasing Assistant