

**San Diego County Office of Education
Personnel Commission**

PURCHASING ASSISTANT

- DEFINITION:** Under general supervision, provides clerical, technical and specialized assistance in the procurement of supplies, equipment and services; assists with contracting and insurance functions.
- DISTINGUISHING CHARACTERISTICS:** This is a non-supervisory class whose primary role is to assist in the daily operation of the purchasing, contracting, and inventory processes. Incumbent performs specialized purchasing, contracting, and inventory functions as assigned. Assignments require incumbent to use tact, sensitivity and judgment in ensuring that the public interest as well as public funds are spent in accordance with prescribed guidelines and regulations.
- TYPICAL TASKS:** Reviews and updates purchase requisitions for accuracy, completeness and required approval; processes Electronic Purchase Requisitions (EPRs) and Purchase Orders (POs) including: assigns vendor code numbers to purchase requisitions; verifies budget number(s) and encumbrance correctness; converts electronic purchase requisitions into purchase orders; makes arithmetic calculations; prepares contract cover letters and other correspondence utilizing a computer; maintains and updates logs and systems on contracts; reviews provisions and requirements of contracts; processes specifications, and prepares bid documents; determines due date, and makes recommendations for bid awards to the Purchasing/Contracts Supervisor; compiles, tabulates and summarizes bid results; prepares notification of awards to vendors and other suppliers; maintains vendors' commodity and insurance files; updates and maintains contract, inventory, and other systems; assists with leases and property tax reports as assigned; assists auditors in reviewing documents and records as needed; assists in the preparation of the Standard School Supply List. Researches records and prepares verbal or written responses for clients, vendors or the public; performs other duties as required.

MINIMUM QUALIFICATIONS: Knowledge of: contracting, purchasing and procurement practices and techniques used in a public agency, school district, or large company; symbols, terminology and language used in purchasing and contracting; basic financial record keeping and procedures; the use of common office computer systems and software.

Ability to: learn, explain and apply complex laws, rules, regulations, and procedures; operate a computer keyboard and quickly learn the use of business support software; accurately maintain complex files and records requiring the use of a computer system; exercise tact and judgment in dealing with sensitive and confidential material; make arithmetic calculations; file alphabetically and numerically; read and understand complex written material; follow oral and written instructions; effectively communicate orally and in writing; prepare correspondence, forms and reports; establish and maintain effective working relationships with others.

Duties are typically performed in an office setting.

WORKING CONDITIONS and PHYSICAL ABILITIES: Office environment. Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

EXPERIENCE and EDUCATION: Education, training and experience which would most likely demonstrate the possession of the knowledge and abilities stated above. A typical qualifying background would include education equivalent to graduation from high school and three years of progressively responsible office/technical work experience within a procurement and/or contracting setting.

Revised: 5/90; 11/96; 1/05, 7/10

Approved by Personnel Commission: