

**LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

PURCHASING ASSISTANT

Definition

Under supervision of the Assistant Superintendent, to perform a variety of responsible and specialized work of a technical and clerical nature related to acquisition and storage of district supplies, equipment, and materials; to establish and maintain accurate records related to purchasing; and to do related work as assigned.

Distinguishing Characteristics

This is a single position class that performs a variety of responsible and technical clerical duties involving the purchasing and storage of District goods.

Typical Tasks

- Operates a variety of modern office equipment including typewriter, personal computer, printer, copier, fax and calculator.
- Prepares documents and purchase orders related to acquisition and storage of District supplies, equipment and materials.
- Assists employees in proper compliance with District purchasing procedures.
- Prepares documents related to purchasing and warehousing and keeps administrators apprised of purchasing activities and problems related thereto.
- Prepares information for pertinent governmental reports/actions.
- Keeps abreast of pertinent laws, rules and policies related to purchasing.
- Meets with vendors and sales representatives regarding supplies, equipment and materials that may be of use to the District and transmits that information to administrators.

Minimum Qualifications

Education: Completion of high school or General Education Diploma and additional training in business office operations.

Experience: Responsible clerical experience, preferable including some office work that would include purchasing responsibilities.

Ability to: Learn, utilize and explain District regulations related to purchasing; coordinate a volume of work related to the effective acquisition of District supplies, equipment and materials; establish and accurately maintain records of purchasing activities; work efficiently and pleasantly in situations involving frequent interruptions and deadlines; accurate typing and use of a word processor; communicate effectively in oral and written form; understand and carry out oral and written instructions; establish and maintain cooperative and effective working relationship with others contacted in the course of work.

Knowledge of: Practices and procedures related to school district purchases; correct English usage, spelling, grammar, punctuation and composition; modern office organization, methods, procedures, practices and equipment; collection, organization and retrieval of data in an accurate and timely manner.

License: Must have and maintain a California Driver's License and be insurable.

Work Schedule: 1
Salary Range: 26

Board /Commission Approval 2002