

Jordan School District

EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: Purchasing Assistant (M88)	Job Family: 8
Department: Purchasing Department	Lane Placement: 8
Supervisor's Title: Director of Purchasing	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Original date: <u>05/22</u> Revised: _____ Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Purchasing Assistant** assists the buyers in reviewing bid specifications, proofreading purchasing documents for accuracy, preparing bid documents or other solicitations to be publicly posted and assisting department personnel in purchasing a variety of supplies and equipment within procurement guidelines.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist in reviewing bid specifications as schools and/or departments submit requisitions.
- Ensure requisitions follow District procurement policy and/or State of Utah procurement code and rules.
- Request price quotes from potential vendors when fixed pricing is not available.
- Follow up with vendors to check progress on purchase orders and confirm delivery dates.
- Proofread purchasing documents for accuracy and assists in evaluation of quotes, bids and requests for proposal.
- Work with principals, teachers and other District personnel to develop purchasing solicitations to procure goods or services that best meet the needs of the District.
- Assist the buyers in writing policies and procedures, developing effective purchasing forms, streamlining procedures and managing contracts and files.
- Prepare bid documents and other solicitations to be posted to the public in compliance within pre-determined procurement procedures.
- May approve small purchase requisitions while ensuring proper coding is used, follow through on delivery of products and verify correct pricing.
- Collaborate with other support personnel in the department to accomplish daily tasks and special projects.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- May perform one or more of the following duties: provide cost saving recommendations to clients with regard to design and printing projects, including non-print (web based) applications; prepare print projects by using typesetting, layout design, desktop publishing and proofreading.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in business, communications or related field PLUS three (3) years of successful job related experience or an equivalent combination of education and experience.
- Requires a variety of problem solving skills and compliance auditing experience (i.e. determine unacceptable products, improper prices, acceptable terms, and delivery delays.)
- Requires ability to communicate, both orally and in writing, with clarity of form and structure.
- Requires math, budgeting and bookkeeping skills.
- Requires knowledge of government purchasing policies and procedures.
- Experience with typesetting, layout, design, desktop publishing, proofreading and artistic ability highly preferred.
- Requires experience using Google Drive, Google Docs and Google Sheets.
- Requires verified computer skills, especially using Microsoft Office software. Experience with Skyward Financial software a plus.
- Requires good interpersonal skills and ability to organize and prioritize work.
- Requires attention to detail, concentration, speed and accuracy despite frequent interruptions. Some stress arises from requirement to meet deadlines.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines (e.g. computer, fax and copy machine).

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. Is frequently required to sit. Occasionally required to stand or walk. May occasionally reach with hands and arms and stoop, kneel, or crouch. Is occasionally required to use hands to handle or feel.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Vision abilities required to view documents, bids, emails, etc.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*