



David Douglas School District #40 Classified - Job Description

PURCHASING CLERK

Schedule: 8 hours per day / 12 months per year / About 260 per year
Class: 15
Starting Date:

POSITION PURPOSE

Assists supervisor with District-wide coordination of purchasing function ensuring adherence to all state and public contracting laws, rules and requirements in the procurement of goods and services for the District.

NATURE AND SCOPE OF RESPONSIBILITIES

- Assists with purchasing of goods, services, and travel arrangements for the District.
- Processes purchase requisitions, reviews codes to ensure encumbrances are assigned to proper budget accounts, enters requisitions into enterprise resource system for processing and approvals
- Converts approved requisitions to purchase orders, distributes and files purchase orders
- Assists supervisor with writing product specifications, requests for quotations and preparing advertisements to meet legal requirements and district product standards
- Interprets and applies rules, policies, procedures and regulations pertaining to purchasing matters
- Develops stock transfers, and purchase orders; maintains system for monitoring and receiving deliveries and controlling back orders; cancels orders and reorders with other suppliers as needed; expedites emergency or rush orders as needed
- Initiates contact with vendors. Endeavors to obtain the best possible price, considering all factors, for needed materials, supplies, and equipment; makes price and quality comparisons and negotiates with vendors and suppliers; locates hard to find items
- Maintains an accurate, current inventory of all warehouse stock
- Estimates annual usage of those items purchased through centralized purchasing agreements and places orders
- Answers and originates correspondence with vendors regarding purchases and deliveries
- Investigates and tracks issues with orders and coordinates returns
- Maintains a complete and current library of suppliers and supplier information, catalogues, and other product information and updates vendor information yearly as required to assist with 1099 preparation
- Meets with salespersons to determine most cost-effective purchasing practices
- Assists supervisor with developing and preparing recommendations regarding new and revised purchasing procedures
- Compiles, analyzes, and evaluates data; prepares estimates, statements, specifications, and reports based on such data
- Provides backup support to other staff in case of absence or work overload
- Performs other duties, as assigned

QUALIFICATIONS

- High School Diploma or equivalent required, Associates degree in Business Administration, Accounting, Logistics or related area preferred
- Ability to apply bookkeeping and accounting principles to the maintenance of fiscal records
- Three years' experience in purchasing with experience interpreting and applying Oregon procurement laws preferred
- Excellent computer skills including using enterprise resource planning software and Microsoft Office software (Excel, Word, and Access) required

- Valid driver's license
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining high degree of accuracy and attention to detail

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QUALIFICATIONS Continued

- Ability to follow oral and written directions; to maintain the confidentiality of sensitive and confidential information related to personnel, district financial, collective bargaining and legal matters
- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with district personnel, vendors and businesses
- Self-starter with proven analytical, organizational, and problem-solving skills.
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Ability to provide excellent customer service while following rules, policies and regulations
- Excellent attendance, work ethic and pride in job performance essential

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Frequent trips from desk to counter, files, and other locations within the department. Must be able to drive to do research and make special purchases.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.