

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PURCHASING ASSISTANT II

RANGE: 16

BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, perform a variety of complex and technical duties involved in the researching, pricing, and purchasing of books, supplies, and equipment for more than 200 classrooms.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Research purchase requests and product information through the Internet and various catalogs; obtain quotes and pricing information; make recommendations regarding products and vendors.

Prepare purchase orders, payment requisitions and other related documents. Maintain software license documentation. Compile data from purchasing spreadsheets and prepare a variety of purchasing reports for principals and directors.

Communicate with vendors, teachers and COE staff to resolve purchasing issues and discrepancies in a timely manner. Verify timely and complete receipt of orders.

Prepare a wide variety of documents such as purchase orders, reports, correspondence, and other purchasing forms. Maintain complete and accurate records. Compile and prepare complex statistical spreadsheets using a variety of advanced mathematical formulas.

Monitor receipt of requisitions and purchase orders; verify and assign accurate payment/account codes; obtain necessary signatures.

Operate a variety of office equipment including a calculator, copier, fax machine and a computer and assigned software.

Communicate with teachers, vendors and COE staff to coordinate activities, exchange information and resolve issues or concerns.

Answer phones and provide information and assistance to callers as needed.

OTHER DUTIES:

Perform shipping and receiving warehouse duties as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone and email techniques and etiquette.
Operation of a computer and assigned software.
Basic math.

ABILITY TO:

Learn, apply and explain policies, practices and terminology used in purchasing functions.
Operate a variety of office equipment including a computer and assigned software.
Perform a variety of clerical support duties such as typing, duplicating, filing and maintaining records.
Learn local vendors and sources of supply.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Prepare reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical experience, including one year related to purchasing.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Lifting, carrying, pushing or pulling moderately heavy objects.