



# Longview Independent School District

## JOB DESCRIPTION PURCHASING CLERK

<b>JOB TITLE:</b>	Purchasing Clerk	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Finance	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Business Office	<b>PAY GRADE:</b>	Clerical/Par 5

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### PRIMARY PURPOSE:

Compile information and records to prepare purchase orders for procurement of material

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Experience:

One to three months related experience and/or training; or equivalent combination of education and experience

#### Special Knowledge and Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent, and to draw and interpret graphs
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several variables in standardized situations; ability to evaluate written materials
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively to employees of the organization; ability to communicate on a professional level with outside vendors is critical
- Computer and typing skills are required



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Verify nomenclature and specifications of purchase requests
2. Search inventory records or warehouse to determine if material on hand is in sufficient quantity
3. Consult catalogs and interview suppliers to obtain prices and specifications
4. Work closely with all district support functions to ensure purchasing needs are being met
5. Prepare and distribute all necessary bidding documents to prospective suppliers; responsible for opening bids and proposals and conducting bid evaluation
6. Develop and maintain a purchasing policy and procedure manual, which includes on-line requisitions and purchase orders; continuously train district employees on using proper purchasing processes to acquire goods and services
7. Purchase needed supplies and equipment by competitive bidding, informal, quotations, and negotiations, compliance with district policy and state purchasing laws
8. Maintain accurate and complete purchasing records as required by school board policy, administrative regulations, Texas Education Agency requirements and/or other governing agencies
9. Type or write invitation of bid forms and mail forms to supplier firms or for public posting
10. Process purchase order and send copy to supplier and department originating request
11. Compile records of items purchased or transferred between departments, prices, deliveries, and inventories
12. Compute total cost of items purchased
13. Compare prices, specifications, and delivery dates and awards contract to bidders or place orders with suppliers or mail order firms
14. Classify priority regulations
15. Review requisitions
16. Confer with vendor to obtain product or service information such as price, availability, and delivery schedule



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

17. Select products for purchase by testing, observing, or examining items
18. Determine method of procurement such as direct purchase or bid
19. Prepare purchase orders or bid requests
20. Approve invoices for payment
21. Expedite delivery of goods to users
22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stressful situations; work with multiple deadlines and frequent interruptions; interpret policy, procedures, and data



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### **WORKING CONDITIONS:** (continued)

#### **Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### **EVALUATION:**

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2013**