

TITLE: Assistant to Director – Purchasing

DEPARTMENT: Business Office

REPORTS TO: Director of Purchasing Services

POSITION SUMMARY: The job of Assistant to Director - Purchasing is done for the purpose/s of providing specialized purchasing and clerical work involving the review and processing requisitions; procuring assigned product lines; identifying products which will enhance efficiency, effectiveness and safety of district operations; processing procurement card transactions and resolving complaints and improving customer service.

ESSENTIAL FUNCTIONS:

- Assists in training district personnel (e.g. secretaries, bookkeepers, project managers, etc.) for the purpose of providing the necessary materials for users to access the Skyward system for electronic purchase orders.
- Compiles data from a variety of sources (e.g. procurement procedures, services, regulations, etc.) for the purpose of training and orienting other personnel and/or vendors.
- Maintains a variety of documents, files and records (e.g. policy manuals, daily spreadsheets for deposits, logs for all monies, checks & cash, fund purchase orders, vendor catalogs, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors a variety of activities (e.g. bid specifications, bid openings, tabulations and board information, etc.) for the purpose of accepting the bids within district, state and federal purchasing requirements.
- Prepares a variety of written materials (e.g. bid specifications, purchase orders, quotations, schedules, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. disposal of surplus materials, supply and equipment requisitions, expedites orders, correspondence, purchase orders, etc.) for the purpose of acquiring resources to support district operation in conformance with state, federal and District guidelines.
- Researches a variety of topics (e.g. quotes, state contracts, etc.) for the purpose of ensuring cost effective vendor sources are used and compatibility with District Standards.
- Assists in the disposal of surplus equipment and materials
- Supports assigned Administrator and department staff for the purpose of providing assistance with administrative functions.
- Utilizes various resources for the purpose of ensuring products are purchased within specifications and budget.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; products and materials used in a school setting; pertinent codes, policies, regulations and/or laws; and quantity buying techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a

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significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; adhering to state purchasing guidelines; maintaining confidentiality; and working with detailed information/data.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and to maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date