

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

PURCHASING COORDINATOR

DEFINITION

To perform a wide variety of complex clerical and purchasing duties requiring detailed knowledge of the department procedures, policies and precedents.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Performs a wide variety of complex clerical and purchasing duties requiring specialized and technical knowledge of the department's procedures and policies. Develops electronic and manual filing systems to maintain a variety of complex records. Compiles information from a variety of sources for use in reports and other official documents. Serves as a receptionist receiving district personnel, visitors, taking calls and furnishes information requiring a knowledge and interpretation of standards, procedures, rules and regulations, programs and policies. Composes, edits, and prepares correspondence, bulletins and memorandums. Compiles information, formats and prepares reports. Prepares Board Agenda items, bid specifications and bid documents as required. Provides information to vendors and staff applying and interpreting procedures and regulations within prescribed guidelines. Contacts vendors for pricing and places orders. Assists with the purchase of materials for schools and the District. Assists schools and departments in verification of correctness or requisitions. Operates varied office equipment. Orders and maintains office supplies. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of rules, regulations, programs and policies. Knowledge of data entry techniques. Knowledge of recordkeeping and financial recordkeeping practices related to purchasing records. Knowledge of English usage, spelling, grammar, and punctuation. Ability to learn, interpret and apply rules regulations and policies. Ability to operate a computer and appropriate application programs. Ability to maintain complex clerical/purchasing records and prepare routine reports. Ability to perform complex clerical/purchasing work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to type 50 WPM from clear copy. Ability to understand and carry out oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Purchasing Coordinator (Continued)

Knowledge and Abilities (Continued)

effectively, both orally and in writing. Ability to work effectively in the absence of supervision.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible clerical and/or accounting/purchasing experience.

Training

Equivalent to the completion of the twelfth grade supplemented by specialized training or course in accounting/purchasing principles.

Reviewed and Agreed to by:

Incumbent:_____ Date:_____

Board Approved: December 10, 1991