

JOB DESCRIPTION

TITLE SECRETARY TO THE DIRECTOR OF PURCHASING

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate; and one to three years related experience and/or training. Proficient in Word, Excel, the Internet and standard industry computer operations. Ability to use email.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Director of Purchasing

GENERAL RESPONSIBILITIES

1. Provides administrative and secretarial support services to the Director of Purchasing and staff.

SPECIFIC RESPONSIBILITIES

1. Types correspondence, memorandums, leave forms, and requisitions.
2. Enters departmental requisitions into TERMS Finance and tracks purchase orders through to completion.
3. Types Invitations to Bid, Bid Addendums, Bid Tabulation Sheets, Bid Summaries, Recommendations for Award and Award/Non-Award letters and posts them on DemandStar, Purchasing's on-line bidding system.
4. Prepares all bid items for inclusion in the district on-line Board packet.
5. Opens US Mail and pony mail. Date stamps all mail and distributes to Purchasing staff.
6. Organizes and maintains departmental library and bid file room.
7. Organizes and maintains supplies and forms.
8. Answers telephone and takes messages and/or appropriate action; makes appointments.
9. Tracks staff's leave forms and prepares biweekly payroll and payroll reports.
10. Maintains bulk mail log and records post office receipts in Excel spreadsheet in order to charge schools back for their usage of this account.
11. Orders office supplies on-line with contracted office supply vendor(s).
12. Ability to organize and assemble information in logical and accurate fashion including public information requests.
13. Surveys schools for information at direction of the appropriate administrative supervisor.
14. Serves as recording secretary at official bid openings.

15. Maintains a working knowledge of District purchasing policies.
16. Accesses, inputs and retrieves information and data from a computer.
17. Performs other duties as assigned.