

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Purchasing Services Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
REVISED	February 19, 2003		

BASIC FUNCTION:

Perform a variety of responsible, office-clerical duties to resolve purchase order discrepancies; contact district staff and vendors to follow-up on overdue, lost, and damaged items; and provide customer service information in the Procurement and Distribution Department.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Receive and process purchase orders and provide follow-up for overdue or incorrect deliveries. **E**

Contact vendors to obtain information and resolve discrepancies; assist in resolving credit disputes between vendors and the district. **E**

Obtain telephone price quotations and, upon approval from district staff, process purchase order change notices. **E**

Arrange for shipment of overdue orders; verify status of purchase orders; respond to telephone inquiries regarding purchase orders and contact appropriate district staff to resolve problems. **E**

Schedule merchandise pickup by district staff as necessary to complete orders; notify vendors of shipment errors; maintain a variety of records and files for overdue purchase orders, shipping discrepancies, lost or damaged shipments and other purchasing, receiving and material control documents and forms. **E**

Contact offices and schools to verify receipt of shipments and obtain additional information; provide information to district staff regarding order and delivery dates for stock and nonstock purchase orders. **E**

Operate microcomputer and related software applications to access computerized invoice tracking system. **E**

Generate data base searches on a microcomputer to extract a variety of lists, reports, and summaries. **E**

Explain school district policies, rules and regulations; refer contractual discrepancies to appropriate department staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of progressively responsible purchasing-clerical experience or other related office-clerical experience.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing terminology.
Numerical and language skills.
Reading and writing English communication skills.

ABILITY TO:

Rapidly learn pertinent policies and procedures.
Operate standard office equipment including microcomputers and related software applications.
Work under pressure of timelines and volume.
Establish maintain effective working relationships with all levels of district staff.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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