

Warehouse Purchasing Agent

Purpose Statement

The job of Warehouse Purchasing Agent is done for the purpose/s of purchasing all needed supplies for District use; for maintaining inventory/ for ensuring proper purchasing procedures; and for establishing and maintaining internal and external relationships as they relate to purchasing needs.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Director of Operations

Essential Functions

- Conducts warehouse ordering procedures for district employees (e.g. principals, secretaries, custodians, etc.) for the purpose of expediting accurate and efficient management of district supplies and services.
- Maintains a wide variety of manual and electronic documents, files and records (confidential and non-confidential) (e.g. meeting minutes, materials received/sent, department/program budget data, employee records, financial records, etc.) for the purpose of documenting activities, complying with mandated requirements and/or providing up-to-date reference and audit trail.
- Monitors assigned departmental activities and/or program components (e.g. budgets, meetings, work order completion, etc.) for the purpose of ensuring that goals are achieved, target dates are met and financial, legal and/or administrative requirements are satisfied.
- Operates district warehouse office (e.g. answers phones, directs questions to appropriate personnel, general office duties, etc.) for the purpose of ensuring the efficient functioning of the facility.
- Oversees the purchasing process (e.g. including meeting with vendors, researching products, preparing/obtaining bids and overseeing bid tabulation, etc.) for the purpose of acquiring quality products and services that have competitive pricing.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports, documents and correspondence (e.g. letters, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, expense claims, invoices, etc.) for the purpose of disseminating information to appropriate parties.
- Purchases equipment, supplies and services (e.g. food, office supplies, custodial supplies, fleet vehicles, copy machines, waste management services, etc.) for the purpose of having available adequate and quality materials and supplies for the efficient operation of the district.
- Responds to requests for emergency and non-emergency service from school and school system office staff for the purpose of evaluating situation and taking appropriate action.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical 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: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office methods and practices including office application software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

7