

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Purchasing Assistant

REPORTS TO: Coordinator of Business Services

JOB SUMMARY: Purchases supplies, equipment, and services as needed for the operation of the school district.

PRIMARY DUTIES AND REPSONSIBILITIES:

1. Order supplies for instructional, maintenance and office use through the competitive bid using standardized bid catalogues.
2. Updates and maintains bid catalogs and vendor mailing lists for 23 categories of supplies, including instructional, maintenance and office items.
3. Purchases supplies, services, and equipment through formal bids or quotes as required by school code or board policy.
4. Checks funds available and appropriateness of account codes prior to approving purchase orders.
5. Prepares board agenda items for bid award recommendations.
6. Calculates paper charges for each school/department that requisitions copy paper from maintenance warehouse, and forwards a copy to bookkeeper for entry to charge budgets.
7. Analyzes payments made for annual paper supplies and distributes charges by building/department, and forwards a copy to bookkeeper for entry.
8. Oversees work of purchasing clerk.
9. Orders, dispenses and maintains inventory of supplies for business office staff.
10. Maintains complete file of all bid openings.
11. Follows-up on discrepancies in shipments to maintenance warehouse.
12. Maintains inventory of district photocopiers.
13. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in purchasing, accounts payable or equivalent experience. Associates degree in business or related field required. Basic knowledge of accounting necessary. Knowledge of purchasing functions necessary.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some walking and standing.

SENSORY ABILITIES: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills and be proficient with Excel. Ability to operate various office equipment. Must possess business and office management skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

