

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PURCHASING SUPPORT SPECIALIST II PURCHASING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical and administrative support work to provide training and support for site-based personnel regarding the use of the on-line purchasing software and related programs and procedures. Work involves supporting the help desk, processing state contract requisitions, instructing and solving problems for school-based personnel regarding the use of computers relating to purchasing tasks, coordinating deliveries, and solving vendor problems. Employee serves as the liaison between GCS and the Cost per copy Vendor. Work also involves providing administrative support to the Purchasing Officer. Employee must exercise considerable tact and courtesy in frequent contact with school officials, administrators, vendors and co-workers. Reports to the Purchasing Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides computer training to school and department personnel as it relates to purchasing.

Provides assistance to warehouse personnel in the use of computerized inventory control system.

Conducts completeness checks for purchase orders and reconciles errors with departments; monitors and reconciles orders with vendors; resolves vendor problems and expedites purchase orders and purchases through the system; assists in the bid gathering process for routine or standard items.

Review all invoices for CPC program and process invoices for payment.

Monitors system-wide copier program for compliance with contract requirement.

Issues emergency purchase order numbers; records purchase data and writes requisition; enters data into computer; prints purchase orders and purchase order logs; reviews data for accuracy.

Compiles specifications for formal construction projects and services, and advertises formal construction projects.

Processes liability and worker's compensation insurance for contractors and sub-contractor.

Processes change orders for construction projects.

Prepares training manuals for Sartox and Internet training.

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Prepares training manuals for warehouse inventory software.

Work also includes maintaining files documenting that all contractors and sub-contractors are maintaining appropriate liability and worker's compensation insurance.

Assists with the procurement card and START Card purchases.

ADDITIONAL JOB FUNCTIONS

Assists other departmental personnel as needed.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in bookkeeping or accounting, with an Associate's degree preferred, and 3 to 5 years of experience in technical accounting or bookkeeping work in the purchasing environment, and 1 to 2 years of experience in related computer operations; or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety automated of office machines including computers, typewriters, calculators, copier, facsimile machines, decollators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of software documentation, correspondence, forms, invoices, requisitions, purchase orders, catalogs, etc. Requires the ability to prepare correspondence, logs, purchase orders, requisitions, reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of purchase order processing.

General knowledge of public sector purchasing principles, practices and procedures.

General knowledge of the formal and informal contract bidding process.

General knowledge of state and school system rules, regulations and laws regarding purchasing.

General knowledge of the operation of a computer and all peripheral equipment.

Some knowledge of the current literature, trends and developments in the field of purchasing.

Ability to troubleshoot problems with computer hardware and software.

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Ability to audit forms for completeness and accuracy.

Ability to type accurately at a rate of speed required for this position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.