

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PURCHASING SUPPORT SPECIALIST I PURCHASING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs general bookkeeping and data entry work, recording purchase requisitions and related general ledger information into a computer software system. Work involves entering specification and cost data into a computer system to generate purchase orders and encumber funds from the proper accounts. Employee is responsible for entering such data accurately and in a timely fashion to ensure materials are purchased and received when needed. Employee is also responsible for distributing approved purchase orders to vendors and department heads. Work involves supporting the help desk, processing state contract requisitions, instructing and solving problems for school-based and department personnel regarding the use of computers relating to purchasing tasks, coordinating deliveries and solving vendor problems. Employee reports to the Assistant Purchasing Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

Assigns commodities codes to vendor applications/files.

Enters data to generate purchase orders and to encumber necessary funds; prints and disseminates purchase order copies.

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

Resolves general kinds of vendor problems.

Maintains purchase order hard copy files and performs file retrieval when questions arise.

Maintains and supports vendor application and commodity files.

Processes State contract requests and provides state contract information to users.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in bookkeeping or

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accounting with an Associates Degree preferred with considerable computer skills; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated 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 correspondence, forms, invoices, requisitions, catalogs, etc. Requires the ability to prepare correspondence, logs, purchase orders, 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.

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.

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Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. 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

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

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

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

Some knowledge of fixed asset procedures for purchase order review purposes.

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.