

United Independent School District

Department of Human Resources

PURCHASING ASSISTANT

Purchasing Department

Primary Purpose:

Purchase equipment, materials and supplies within the framework of the philosophy and objectives established by board policy, consistent with statutes and standards of regulatory agencies, and in accordance with administrator regulations and procedures.

Educational Qualifications:

- High School Diploma or GED
- Valid Texas Driver's license
- Desired three- (3) years experience in purchasing field
- Associates degree preferred
- Experienced in use of computers with Microsoft word excel access or other software

Major Responsibilities and Duties:

1. Will be responsible for the daily operation of the purchasing process that will include requisition evaluation, purchase order creation and distribution and obtain competitive price quotes.
2. Follow up on all open purchase orders and investigate on all inquiries.
3. Provide for an effective two-way communication with staff, community, media and board of the purchasing department.
4. Keep the director of purchasing informed on the operational affairs.
5. Assist in developing and maintaining positive staff morale.
6. Assist in developing long-and short-range objectives and goals for the purchasing department.
7. Foster collaborative educational efforts among staff by supporting the district's philosophy and mission and its commitment to site-based shared decision-making.
8. Assist with supervision and coordination of the overall operation, planning, and scheduling of the purchasing department.
9. Implement the district's procurement procedures, maintain adequate supplier information, maintain procurement records and provide assistance to district staff in this area.
10. Make recommendations for the annual budget funding requirements for the purchasing department.
11. Assist with planning staff development activities to meet the needs of personnel within the purchasing department and campus and departmental staff.
12. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
13. Observe professional and ethical standards of behavior in accordance with the Texas education agency code of ethics.
14. Promote a positive tone for school community relations by fostering collaborative educational efforts among staff, and by supporting the District's philosophy, mission and commitment to site-base shared decision-making.
15. Perform other duties assigned by the Director of Purchasing (Primary Evaluator).
16. Will work closely with purchasing clerks that handle daily operations.

Working Conditions:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress. Occasional district travel; occasional prolonged and irregular hours. Some bending, lifting and stooping while performing job related functions.

Terms of Employment:

Wage / Hour Status:	Non Exempt	Minimum Work Days:	226
Minimum Salary:	\$24,408	Months / Hours per Day:	12 / 8
Pay Grade:	4		

Date Last Revised: 08/04

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.