



JOB TITLE: Receptionist - Purchasing Clerk
DATE REVISED: July 29, 2025
REPORTS TO: Manager - Operations, HR/Finance
DEPARTMENT/CAMPUS: Facility & School Services: Transportation
PAY GRADE: CP5
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

This position is responsible for managing front desk operations, supporting procurement activities, and assisting with the coordination of logistics for District-wide transportation needs.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Administrative & Procurement Support:

1. Manages switchboard operations and reception duties, effectively directing communications and welcoming visitors.
2. Monitors building access, meticulously maintaining a visitor log to ensure security and compliance with District protocols.
3. Oversees the daily processing and distribution of mail, ensuring timely handling of departmental correspondence.
4. Maintains physical and electronic files for the department in accordance with standard operating procedure(s) to ensure all documents and files are organized, current, and appropriately accessible.
5. Supports the purchasing process by processing payment requests under specified limits and managing vendor account statements.
6. Facilitates vendor registrations using the District's e-Bid system, maintains sole source documentation, and uploads necessary data to the District's website.
7. Handles special requests for restricted items with appropriate approvals and ensures compliance with District purchasing guidelines.
8. Issues and manages purchase orders in accordance with established protocol(s) to ensure proper distribution to vendors, accounts payable, and for digital record-keeping.
9. Reviews and approves Field Purchase Orders for the Maintenance & Transportation departments to ensure alignment with budgetary constraints and departmental needs.
10. Actively monitors and coordinates with District printing vendors to ensure contractual compliance adherence and addressing service issues promptly.
11. Participates in cross-training activities, provides backup for other District receptionists, and continuously enhances personal job skills.
12. Performs substitute driving, as assigned, to maintain operational continuity within the department.
13. Assists with the implementation and maintenance, as directed, of digital document system(s) to reduce paper usage and enhance accessibility and security of important documents.
14. Conducts periodic reviews and analyses of purchasing practices to identify cost-saving opportunities and improves procurement efficiency.
15. Acts as a liaison between the purchasing department and other departmental personnel to facilitate smooth operations and optimize interdepartmental communications.
16. Assists with managing office supply inventory to ensure essential items are always in stock without excessive surplus, utilizing inventory management software when applicable.
17. Stays abreast of new technology tools that can enhance department efficiency and proposes their adoption to management.

Compliance:

18. Performs all duties in accordance with standard procedures and protocols established by the department and District, and as set forth by governing entities and regulatory requirements including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA), Texas Department of Public Safety (DPS) Regulations, Texas Education Agency (TEA), and Texas Public Information Act.
19. Demonstrates and maintains proficient working knowledge and understanding of compliance requirements and related standards as they pertain to privacy and data protection, procurement, workplace safety, recordkeeping and reporting, contract and vendor compliance, environmental compliance, communication and public disclosure, as well as all other relevant aspects applicable to the job function.
20. Monitors respective work activity for variances and anomalies.
21. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
22. Assists with audits and the preparation for audits, whether initiated internally or externally, as assigned.
23. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

24. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
25. Displays integrity, responsibility, accountability, teamwork, and ethics.
26. Assists department leadership in the compilation of miscellaneous confidential reports, as requested.
27. Attends departmental and organizational meetings, as required.
28. Participates in continuing education programs and related activities relevant to the job function, as required.
29. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
30. Demonstrates proficient working knowledge of computer programs that pertain to procurement, transportation management, analytics and reporting, project management, and other related systems applicable to the job function.
31. Demonstrates proficient working knowledge and understanding of spreadsheet, word processing, and email applications, such as Google Sheets, Docs, and Slides, as well as other related systems applicable to the job function.
32. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- Three years of experience working in an administrative capacity with procurement responsibilities
- Or an equivalent combination of education and work experience
- Active, Valid, and In Good Standing Texas Commercial Class B Driver's License with (P) Passenger and (S) School Bus Endorsements

CORE KNOWLEDGE, SKILLS & ABILITIES:

Communication (Written & Verbal): Conveys verbal and written information using effective techniques and approaches that provide clarity, promote teamwork, and drive efficiency.

Attention to Detail: Achieves thoroughness and accuracy when accomplishing a task through concern for all areas involved, no matter how small. This ability ensures tasks are completed thoroughly and correctly.

Organization: Utilizes logical, systematic, and orderly procedures to meet objectives. Prioritizes tasks as needed and manages resources efficiently to ensure all aspects of the job are handled appropriately.

Customer Service: Actively seeks to understand and meet customer needs in a helpful and professional manner, fostering positive interactions and relationships.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

Receptionist - Purchasing Clerk
Job Description

This position primarily entails sedentary desk-based work, including extensive periods of sitting while using a computer, handling paperwork, and answering phone calls, requiring emotional resilience and the ability to handle frequent interruptions. Occasional physical activities involve standing and walking within the office, along with minimal lifting or carrying of light objects up to 20 pounds. Work is mainly conducted in an indoor office setting with standard conditions, but occasional visits to outdoor fleet yards or bus maintenance facilities expose the employee to varying weather and minimal environmental elements such as dust and vehicle emissions. Safety protocols must be adhered to in both office and fleet environments to ensure employee safety.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____