

## JOB DESCRIPTION

Job Title: **Procurement Assistant – Temporary Bond**  
 Department: **Procurement/Support Services**  
 FLSA Status: **Non-exempt**  
 Revised Date: **April 2026**

Salary Schedule: **Classified**  
 Pay Range: **16**  
 Work Calendar: **248 days**  
 Hours Per Day: **8**

**SUMMARY:**

Provide administrative support in obtaining, tabulating and analyzing product and bid information relating to the procurement function. Position is responsible for the review, analysis and purchase of supplies including receiving and expediting orders; and preparation of purchase orders and related documentation as requested. Assist department administration including office administration, projects, reports, budget and records. Administer bookkeeping, accounting and financial functions for the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Provide administrative support by processing purchase orders, change order requests, and open orders; perform receipt and verification of goods to ensure compliance with purchase orders; monitor and expedite orders through delivery; and coordinate with vendors to resolve issues. Prepare, research, and assemble procurement-related information and documentation for Bond projects, including records of a confidential or sensitive nature.	D	40%
2. Assist administrative functions, including but not limited to conducting sourcing and research for the Procurement division including calling vendors for price quotes and information confirmation. Maintain contact with vendors; keep apprised of new products, market conditions, and current prices. Works with Procurement Specialist and Project Managers to maintain accuracy of records. May attend pre-bid conferences, project start-up meetings to participate and/or take notes, prepare agendas and announcements.	D	15%
3. Compile information into and extract information from district and department information databases, outside website and database sources. Prepare bid tabulation spreadsheets by obtaining data from vendor quotes or formal bid proposals. Maintain bid records and related documentation.	D	10%
4. Provides back-up to Procurement Assistant in advising District personnel on proper purchasing procedures and inventory; point of contact for staff on matters pertaining to the acquisition of equipment, supplies and services; provide input on operations and procedures. Assist users with financial system questions or problems as they pertain to Purchasing module; assist Accounts Payable with invoice questions and purchase order updates; create and maintain vendor records; assist Purchasing staff with purchasing tasks as needed. Provides high-level support with purchasing card transactions from online sources.	D	5%
5. Administer bookkeeping, accounting and financial functions utilizing the district financial system; including but not limited to vendor invoices and disbursing funds; recording financial transactions; monitoring budget and other department accounts.	D	20%
6. Provides back-up to Procurement Assistant with monitoring front door access and emails sent to procurement@svvds.org, screen and direct to appropriate person, answer inquiries, follow through on requests, solve non-routine problems; Respond to questions regarding district issues, policies and procedures. Develop and promote good relations as a department resource for parents, students, staff and the community.	D	10%
7. Perform other duties as assigned.	ongoing	
	<b>Total =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or GED; supplemented by college level coursework with emphasis in Business, Finance, Purchasing, Marketing or closely related field; Associate’s degree preferred.
- More than three (3) years of experience in a general office occupation.
- Minimum of one (1) year previous experience in administrative support functions related to the governmental purchasing function; or equivalent combination of education, training, and experience.

**LICENSES / CERTIFICATIONS / REGISTRATIONS:**

- NIGP Public Procurement Associate Designation preferred. Designation may be acquired within 24 months should the position become permanent.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

**TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:**

- Principles, methods, procedures and legal requirements of public procurement.
- Advanced oral and written communication skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Intermediate math and accounting skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Budget development and fiscal management skills.
- Knowledge of business principles, such as purchasing, materials logistics management, business and contract law.
- Applied knowledge of business principles and analysis techniques such as price and cost proposal.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, fax machines, etc.

**REPORTING AND SUPERVISORY RELATIONSHIPS:**

	<b>Position Title</b>
<b>Reports to:</b>	<ul style="list-style-type: none"><li>• Director, Purchasing</li></ul>
	<ul style="list-style-type: none"><li>• Manager, Purchasing</li></ul>

- Responsible for or assisting with: interviewing, hiring and training employees and addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Participate in coordinating the department budget. Assure project costs and equipment purchases are obtained within the allocated budget figure.
- Participate in initiating requisitions for the department.
- Evaluate and process requests for purchase of supplies, equipment and service from District personnel.

**PHYSICAL REQUIREMENT AND WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to fingers, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No special vision requirement	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very loud	