



# Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101 Phone 805-963-4338, TDD 805-966-7734, Fax 805-965-9561  
www.sbsdk12.org

## Classified Job Description

**Title:** Purchasing Assistant

**Salary Schedule Range:** 32

**Purpose of Position:** Perform a variety of technical clerical and administrative duties in support of the purchasing department.

**Employment Status:** Full-time.

**Location:** District Administration, Purchasing

### Essential Functions:

Review, amend and process requisitions for supplies, materials, and services.

Provide limited technical assistance to users of an on-line purchasing system.

Create requisitions for supplies, materials and services as needed.

Arrange transportation, lodging and registrations for staff traveling on approved District business.

Coordinate scheduling requests for Civic Center use of District facilities using manual and automated systems.

Provide information on terms of use, fees and Board policies to Civic Center users.

Collect fees, generate invoices and produce reports for and of Civic Center use.

Assist with ordering cellular phones and related accessories for staff.

Assist in receipt and tracking of inventory and assets.

Prepare and maintain accurate logs, files and records, manual and electronic.

Interpret and explain policies, procedures and practices to staff and members of the public.

Perform related duties as assigned and assist other staff as required.

Maintain punctual and consistent attendance.

### Working Conditions & Physical Demands:

Inside work with no exposure to weather conditions.

Bending, stooping; lifting or reaching to retrieve or store materials weighing 15 pounds or less.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.

**Knowledge, Skills and Abilities:**

Entry-level knowledge of public procurement practices.

Automated financial systems such as FIN2K, Escape, QSS, PeopleSoft, etc., as well as other proprietary or mass market software applications.

Record keeping, filing, electronic document filing and retrieval.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a computer and other contemporary office equipment.

Establish and maintain productive working relationships with school site staff and District staff.

Collaborate with others on assigned projects or initiatives.

Plan, prioritize and organize multiple tasks and workloads.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Work with limited supervision and make appropriate decisions under deadline pressure.

Add, subtract, multiple and divide quickly and accurately.

Understand and follow verbal and written directions.

Meet schedules and timelines.

**Education, Training and Experience:**

Minimum of two (2) years of increasingly responsible experience performing administrative functions, preferably in K12 public education or other public agency; graduation from high school and one (1) year of coursework at an accredited college or university in Business, Finance and Accounting or Computer Science.

**Additional Requirements:**

Successful passage of a written exam.