



JOB DESCRIPTION

JOB TITLE: **Secretary V (Purchasing)**

Position Type: Classified	Department: Purchasing Services
Salary Schedule: Classified	Reports to: Director of Purchasing
Salary Range: Range 28	
Term of Employment: 12 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in the Purchasing Services Department by performing a variety of office records and communication work related to all Purchasing Services functions. Assists management in many areas to facilitate the smooth operation of the Purchasing Services Department.

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 FUNCTIONS:

- Provides and receives information requiring some judgment or discretion regarding current and specific business of work system by computer, telephone, or in person.
- Records notes by abbreviated writing from oral dictation or as a recording secretary to a group.
- Transcribes and types correspondence, reports, minutes, or other recorded narrative from rough draft/dictation, equipment/notes.
- Compiles and prepares various letters, memoranda, forms, files, board agenda items, reports and records from a variety of reference sources requiring some judgment or discretion.
- Prepares composition of various reports and communication for all department functions as directed.
- Creates and maintains manual and computerized files.
- Opens, separates, prioritizes, screens, and distributes mail according to a prescribed plan.
- Answers, screens and directs telephone calls and maintains various telephone pre-recorded messages for hours/days the office is closed for various reasons.
- Assists with budget preparation and keeps accurate records of expenditures for department.

- Makes conference and travel arrangements and orders supplies for office as needed.
- Attends staff meetings, gives and receives information, as required.
- Routinely and effectively schedules and communicates job assignments for subordinates and self, as may be required; i.e. hourly, daily, weekly, monthly or annually, for efficient office management.
- Assists Director (P-Card Administrator) in administration and management of the district's Purchasing Card (P-Card) program.
- Maintains vendor database, requiring acquisition of registration forms and W9 forms from vendors, entering and maintaining vendor information in IVEE financial system.
- Manages scheduling calendar for training room and conference rooms requiring coordination with various district departments.
- Coordinates with custodian on custodial and maintenance duties and visitor parking management.
- Maintains solicitation schedule, including providing communication (visual) of upcoming pre-solicitation meetings, solicitation openings, and best and final offers.
- Be able to reconcile department employee attendance records in Kronos software system.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 3-5 employees in the Purchasing reception office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.

- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have knowledge of computers and be proficient in Microsoft programs.
- Must have basic knowledge of the requisition processing component of the Visions financial software program.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.