

PROCUREMENT ASSISTANT III

GENERAL RESPONSIBILITIES

Responsible for organizing and coordinating all procurement activities in support of the Director of Purchasing including the processing and distributing of information and correspondence on all procurement activities and information including: Request for Proposals (RFP's), formal bids, price quotations, new school construction and annual maintenance agreements and blanket purchase orders for the school division. Provide oversight to clerical staff including training in new processes, assignment of special tasks, and assignments to cover for or assist other staff as needed.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Organize all procurement activities for request for proposals, sealed bids and price quotes.
- Review all requisitions for completeness and accuracy and assign them to the appropriate procurement specialist
- Organize and maintain computerized records, list and report containing vendor and bid information.
- Enter and process requisitions into purchase orders using BUYSPEED and process all change orders.
- Enter purchase order accounting information into ORACLE FMS to allow Accounts Payable to process for payment.
- Procure select goods and services from established contracts. Work with internal customers to provide product literature and pricing. Coordinate contacts between customers and contractors to facilitate estimates.
- Receive, open, screen, log in date stamps bid responses/quotations and mail as required.
- Resolve problems with vendors and troubleshoot and expedite orders as needed.
- Review documentation relative to purchasing and office procedures and practices; procurement and bid processes.
- Maintain and update professional library publications.
- Correspond with vendors regarding prices, product availability, and delivery.
- Respond to inquiries from school staff regarding requisitions and purchase orders.
- Maintain employee files relating to training courses, certifications, time sheets, etc; prepare bi-monthly reports for purchasing employees.
- Process bid application responses submitted by vendors for items/services procured by the Procurement Specialist.
- Place repair calls relative to all office equipment.
- Assist Director in the preparation of the annual budget documents for the Purchasing division. Prepare and maintain internal budget book for the department.
- Assist in entering new vendors in ORACLE FMS vendor database.
- Maintain current inventory of all office equipment, including model and serial numbers.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the use of a personal computer and word processing software, including rapid data entry keyboarding functions, databases, spreadsheets, and specialized purchasing software (BUYSPEED and ORACLE FMS); ability to communicate with purchasing professionals, and levels of administration and company representatives; good working knowledge of procurement laws and purchasing procedures are an important part of this position; accurately reviews, revises and/or, drafts all necessary procurement documents to conform with the Code of Virginia, and School Board Policy requirements; ability to work independently, applying established procedures to varying situations, referring only new or unusual matters to the Procurement Specialist.

EDUCATION AND EXPERIENCE

High School Diploma, Associate’s Degree preferred. Considerable clerical experience in a governmental purchasing department.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 10/08
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