



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Secretary – Purchasing**
Job Family: **Administrative Support Services**
Prepared/Revised Date: **September 12, 2017**

FLSA Status: **Non-Exempt**
Pay Range: **SS35H**
Job Code: **506D2**

SUMMARY: Responsible for providing a variety of administrative duties and support to the manager and procurement agents in the department. Provide guidance to customers and vendors on the district’s purchasing practices and procedures, inclusive of, but not limited to: P-card, online ordering through various sites, and entering requisitions, etc. Provide assistance in the preparation, review and coordination of purchase requests, solicitations, vendor selection, pricing, availability, delivery and bid award documentation. Prepare and monitor financial transactions, process Human Resources, Payroll and Finance documents, respond to questions from staff and the public and provide general support for the Purchasing 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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative support to the Purchasing staff including but not limited to answering and routing calls, greeting visitors, and responding to questions from other staff and/or the public; arranging meetings, managing calendars and schedules for staff, and arranging travel; preparing and distributing memos, notices, minutes, forms, agendas, and other correspondence; and working with sites to resolve purchasing and procurement issues.	D	40%
2. Assist in the review of purchase requests for accuracy, proper vendor selection, pricing, availability, delivery schedule, and accounting codes; confer with sites to resolve outstanding issues. Convert requisitions to purchase orders and submit to the appropriate vendor.	D	20%
3. Attend work and arrive in a timely manner.	D	1%
4. Assist in the preparation, coordination, and collection of data for quotes, sole source requests, solicitations, and bid award documentation. Maintain data base including master vendor list, bid and contract files.	W	10%
5. Maintain purchasing records as required by Poudre School District financial policies and procedures, and maintain filing and record keeping system.	W	10%
6. Manage Purchasing Card program by serving as a liaison with the issuing bank; order, issue, monitor and close cards; adjust cycle limits as necessary; assist in fraud resolution; execute monthly posting of charges.	W	10%
7. Initiate and complete finance, human resources, and payroll paperwork for the department. Prepare, monitor, and reconcile department budgets, process restricted checks, perform budget entries, and run financial reports.	W	3%
8. Compile and organize data and prepare reports.	M	2%
9. Work on special projects as needed.	Q	2%
10. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized technical courses in data processing, accounting, bookkeeping, purchasing, business administration or related field required
- Two to three years of related experience required, experience working in an administrative support role in a department or organization preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Notary Public preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & 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	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle or feed			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 requirements.	
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



VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	