



JOB DESCRIPTION
Secretary to Director of Purchasing

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The Secretary to Director of Purchasing under the direct supervision of the Purchasing Director, assumes all clerical functions pertaining to the office and assists with the daily operations of the department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years clerical/secretarial experience in a related field

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficiency typing, keyboarding, and file maintenance skills
- Knowledge of correct English usage, grammar, spelling, and punctuation
- Knowledge of basic accounting skills
- Effective organizational, communication, and interpersonal skills

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Places, screens, and directs telephone calls.
3. Types with accuracy; proofreads and uses language skills with facility.
4. Is responsible for daily mail, appointments, and response to drop by visitors.
5. Prepares and mails to appropriate vendors and advertises in newspapers all request for bid quotations.
6. Reserves use of District facilities as needed.
7. Maintains all bid files.
8. Maintains an active vendor bid list by categories on computer.
9. Processes and updates issues and receipts from the warehouse and coordinates these with the accounting department on a monthly basis for yearly audit.
10. Coordinates all out-of-balance items with warehouse supervisor.
11. Processes daily warehouse requisitions from the campuses and prints out shipping orders to be sent to the warehouse for delivery.
12. Creates stock number and processes information on new items received in the warehouse.
13. Forecasts as needed warehouse requirements for South Texas Co-op purchases and prepares co-op purchase orders.
14. Maintains proper warehouse inventory levels throughout the year by soliciting price quotations and issuing purchase orders as necessary.
15. Expedites and follows up on the delivery of items ordered for the warehouse. Resolves material receiving discrepancies with vendors.
16. Assists with the end of the year inventories.
17. Annually updates warehouse inventory catalog and distributes to campus and departments.
18. Maintains record of sick leave and prepares absence from duty forms and time sheets for employees assigned to the Purchasing Department.
19. Requests appropriations transfers within the budget as necessary for warehouse, mailroom, and purchasing departments.
20. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, reason, read, understand verbal instructions, coordinate, compile, compute and maintain emotional control..

PHYSICAL DEMANDS: Lift and/or carry light weight (under 15 pounds), sit, stand, short distance walk, reach, repetitive hand motions, hear, speak, visual acuity, occasionally drive automobile, and work inside and outside.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 23, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.