



## Job Description

**Job Title:** Purchasing Assistant

**Supervisor:** Executive Director,  
Child Nutrition

**Position Code:** 4N14

**Pay Grade:** 17

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for performing basic procurement functions and administrative support tasks within the purchasing department. Position processes assigned requisitions; determines the appropriate solicitation method; drafts procurement documents; evaluates vendor responses; and monitors vendor performance. Position also performs life-cycle costing calculations; presents general training workshops; develops and maintains databases/spreadsheets; prepares reports; provides telephone coverage; and processes incoming departmental mail.

### Essential Duties

1. Processes assigned purchase requisitions for goods and/or services to be purchased and contacts departments as needed for clarification or additional information.
2. Determines the appropriate procurement method according to legal requirements and School Board policy/procedures.
3. Performs market research to obtain information on quality, performance, pricing, market conditions, and product availability.
4. Drafts bid documents and Requests for Quotations (RFQ's); contacts departments to ensure that needs are accurately specified; and posts solicitations on the Internet.
5. Evaluates and compares vendor responses; and analyzes alternate goods/services submitted as "equals".
6. Places purchase orders for award of small purchases and assigned formal bids.
7. Monitors vendor performance; responds to vendor and user department questions regarding purchases and the procurement process; and resolves vendor performance issues up to and including debarment.
8. Conducts historical analysis of usage data and identifies opportunities for combining needs to benefit from economies of scale under more comprehensive, longer term contracts.
9. Performs complex computations and calculations to include life cycle costing calculations.
10. Presents general training workshops to school division employees regarding basic procurement procedures and the use of procurement software as needed.
11. Assists with developing standard purchasing instructions, forms, procedures, and reporting systems for school division employees.
12. Develops and maintains various spreadsheets/databases; and prepares related reports to include tracking of procurement cost savings.
13. Performs administrative support functions to include maintaining files and records; screening visitors; providing telephone coverage; and processing incoming mail.
14. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor I (Purchasing and Warehouse Services) or other appropriate administrators.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications**

Must possess a high school diploma (or GED) supplemented with the completion of some college coursework in business administration or a related field and some experience performing related procurement activities preferably within a governmental procurement environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a basic knowledge of the principles and practices of governmental procurement. Must possess the ability to draft procurement documents; evaluate vendor responses; and present general training workshops. Must possess the ability to perform mathematical computations/numerical detail work with speed and accuracy. Must possess knowledge of standard office procedures/practices, business English, and office terminology. Must possess working knowledge and skills in the operation and use of standard office equipment and microcomputer applications to include word processing, spreadsheet, and database management software. Must possess the ability to maintain records/files and prepare related reports. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with supervisory personnel, co-workers, outside vendors, and the general public.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 25 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office and warehouse environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Executive Director, Child Nutrition

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Purchasing Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Child Nutrition or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date