

Job Description

Job Title: Secretary III
Position Code: 4N26, DN26
Job Classification: Non-Exempt

Supervisor: Purchasing Director
Pay Grade: 19
Contract Length: 245 Days

Job Summary

Position demands excellent customer service skills and is responsible for providing secretarial and administrative support to Purchasing staff and process small purchase requisitions as assigned.

Essential Duties

1. Administers department files in accordance with Virginia Public Records Act; establishes file categories, establishes and maintains cross-referenced files.
2. Compiles statistical data into routine and ad hoc reports; creates databases, performs data entry, participates in purchasing projects by researching or providing relevant information; prepares reports accurately and within the allowed time frame.
3. Screens visitors, telephone calls, and incoming mail, personally answering those inquiries which, in the employee's judgment do not require further response by the Director or Purchasing staff.
4. Prepares documents, memos as requested.
5. Ensures purchase orders and supporting documentation are delivered to vendors by facsimile or by other delivery methods as requested by Purchasing staff.
6. Operates and maintains all standard office machines such as faxes, telephones, copiers.
7. Orders and checks in supplies and materials.
8. Monitors and manages Purchasing budget and advises Director when accounts require additional action.
9. Receipts bids/proposals immediately by affixing date/time stamp, posts bids on Onvia/Demandstar, NNPS website, and bid board in accordance with government laws/policies and procedures.
10. Issues solicitation plans and specifications, properly recording receipt of payment, and issues refunds per established procedures.
11. Accurately processes assigned requisitions and prepares purchase orders within allotted timeframes; ensuring correct delivery/bill to locations, sufficient detail/specifications are provided, and performs sourcing research to ensure appropriate groups of vendors are solicited.
12. Assists ERP helpdesk by processing routine administrative requests such as password resets.
13. Maintains and tracks a variety of departmental activities and functions.
14. Processes mail and other correspondence.
15. Models nondiscriminatory practices in all activities.
16. Performs other duties as assigned.

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 individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Completion of standard high school diploma with completion of business school or some college courses desirable, or equivalent of experience and training which provides the required knowledge, skills and abilities. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Must possess excellent computer skills involving Microsoft Word, Excel, and managing the purchasing process and budget accounts. Must possess the ability to understand and follow oral and written instructions. Must possess the ability to edit memos, spreadsheets and other purchasing documents. Ability to establish and maintain effective working relationships with others using good judgment, tact, and courtesy. Ability to follow complex oral and written instructions, and work independently. Ability to serve as a team member in a collaborative department suite.

Key Essential Knowledge, Skills, and Abilities

Knowledge:

1. Knowledge of professional office processes and administration;
2. Basic knowledge of governmental purchasing concepts and legal constraints;

3. Knowledge of purchasing purpose and function;
4. Knowledge of Microsoft Office applications including utilization of complex mathematical formulas in Excel spreadsheet development.

Skill:

1. Excellent customer service skills.
2. Highly Skilled in the operation and use of personal computers and Microsoft Office Suite, spread sheet and database software.
3. Skill in oral and written communication, including various procurement documents (RFQ, ITB, bid tabulations, etc.).
4. Skill in time management and multi-tasking.

Ability:

1. Ability to communicate effectively both orally and in writing.
2. Ability to maintain positive working relationships with vendors, school officials, and other school employees.
3. Ability to prioritize assignments.
4. Ability to work well under time constraints.
5. Ability to follow complex oral and written directions.
6. Ability to efficiently generate complete/accurate reports and procurement solicitation documents.
7. Ability to research/organize/present data in special and regular reports/records/procurement documents.
8. Ability to compose effective correspondence.

Working Conditions and 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.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

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

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Purchasing Director

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

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date