

JOB DESCRIPTION

Position: Purchasing Assistant

Range: S2 (Non-Exempt) (Non-Union)



Reports to: Finance Director

Supervises: None

Reviewed: 11/09

Revised: 11/09

Capital Area District Library
www.cadl.org

JOB SUMMARY

Under the supervision of the Finance Director, organizes, oversees and processes orders for materials and supplies. Receives materials and supplies. Handles returns and solves problems with vendors. Maintains and distributes inventory of supplies. Assists in maintaining accounting records.

DUTIES AND RESPONSIBILITIES

1. Generates purchase orders from requisitions.
2. Gets quotes and/or bids as needed for purchases.
3. Initiates purchase of all items except Library materials.
4. Coordinates all purchase requests placed through helpdesk software & updates.
5. Posts RFP's and RFQ's to intranet. Evaluates bid and quote information.
6. Reviews and releases branch supply orders daily placed through primary supply vendor.
7. Maintains master pricing list for primary supply vendor.
8. Restocks supply room at Headquarters with needed items.
9. Restocks break room supplies as necessary.
10. Coordinate external shipping of items as needed.
11. Maintain / trouble shoot small office equipment / vending machines / water coolers / postage equipment.
12. Manage AV equipment schedule (game kits and mobile lab kits).
13. Assist the Finance Director with special projects as needed.
14. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a bachelor's degree or its equivalent, preferably including business courses in accounting.
- This is an entry-level classification. No specific prior work experience is required. Previous clerical accounting experience is preferred.
- Ability to use a computer. Familiarity with Microsoft Office and Excel.
- Successful completion of a six-month probationary period.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Knowledge of accounting and/or bookkeeping principles and practices.
- Knowledge of office terminology, procedures and equipment; and of business arithmetic and English.
- Ability to operate standard office equipment including typewriters, personal computers, copiers, calculators and adding machines.
- Ability to understand and follow oral and written instructions.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to maintain an effective working relationship with co-workers.
- Ability to conduct oneself with tact and courtesy.