

Purchasing Secretary

Job Purpose:

To insure that each student in the Clarksville School District derives maximum benefit from the expenditure of the allocations as approved by the Clarksville Board of Education for the acquisition of supplies, materials, equipment and services.

Primary Job Function:

Purchase supplies, material, equipment and services necessary for the operation of the Clarksville Primary, Elementary, Middle, Jr. High and Sr. High Schools.

Essential Job Functions:

- Purchase the highest quality merchandise at the lowest possible price as requested by school employees and approved by school administrators.
- Enter requisitions into eFinance for goods and services as requested and approved by school administrators.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, reputation and history.
- Monitor and follow applicable policy, laws and regulations.
- Maintain and review records of items purchased and deliveries. Records to include informal quotes on products, packing slips, invoices, returns, and all other documents to support expenses.
- Organize and follow to conclusion all purchases. This includes the monitoring of invoices to determine correctness of information, prices, coding, etc.
- Review all open purchase orders and make follow up contact with employees, administrators or vendors to determine the status of purchase.
- Work with Accounts Payable to ensure timely payments of invoices, accuracy of payments and to close any purchase orders that are no longer needed.
- Assist Accounts Payable with Fixed Assets/Inventory records.
- Any other duties as requested or assigned by the Superintendent or Business Manager.

Job Knowledge:

- Knowledge of District Purchasing Policies and Procedures as well as State/Federal Laws and Regulations.
- Knowledge of computer hardware and software utilized by the District to include eFinance and Softdocs as well as Microsoft Office.
- Knowledge and ability to communicate with teachers and school administrators to provide the highest quality of service to schools.

Job Skills:

- Using logic and reason to identify the strengths and weaknesses of alternative solutions, conclusion or approaches.
- Using logic to determine appropriate coding of expenses; ability to read, comprehend and defend the use of codes.
- Understanding the implications of new information for both current and future problem-solving and decision-making.

Job Abilities:

- The ability to listen to and understand information and ideas presented through spoken words and sentences; the ability to communicate information and ideas in speaking and writing so that others will understand.
- The ability to apply general rules to specific problems to produce answers that make sense.

Additional Job Activities:

Serve as a back-up for School Secretary, Accounts Payable and Payroll/Personnel. While not required for this position, it is desired that the Purchasing Secretary obtain CASBO certification through the AASBO (AR Association of School Business Officials).

Tools and Technology:

10-key calculator, Fax Machines, Computers, Copiers, Scanners, Multi-Line Phone systems.

The Purchasing Secretary is 8 hours per day, 240-days per year, paid on the Secretary salary schedule. The Purchasing Secretary reports to and is under the direction of the District Business Manager.

Employee Acknowledgement and Signature

Date