

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III - PURCHASING

SALARY SCHEDULE: SSP-9

COST CENTER: MATERIALS MANAGEMENT (9033)

QUALIFICATIONS:

- (1) Associates Degree in a business related field or a minimum of 5 years general office experience
- (2) Receive a minimum score of 90[%] on the Microsoft Word test; 65[%] on the Excel test.
- (3) AS400 proficiency preferred
- (4) Able to organize and work independently with speed and accuracy and the ability to work under stress to meet pressing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible duties necessary to support the department. Knowledge of federal, state and District rules, regulations and policies. Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines. Ability to maintain confidentiality. Considerable knowledge of office practices and procedures and operation of office equipment. Excellent oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Knowledge of computer programs including, but not limited to, Microsoft Word and Excel. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

Director, Materials Management

JOB GOAL

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Responsible for overall administrative support of the Director and department staff.
- * (2) Assist with review of purchase requisitions, verify bid pricing and revise as necessary.
- * (3) Communicate with other agencies to acquire or distribute bid-related documents.
- * (4) Interact with the public, including vendors and bidders, and assist with inquiries regarding bid documents, bid openings, and bid awards.
- * (5) Assist with the bid evaluation and bid renewal processes.
- * (6) Obtain certificates of insurance for vendors and maintain renewal information on an Access database.
- * (7) Independently compose and type routine correspondence.
- * (8) Assist in training and supervising any clerical personnel as directed.
- * (9) Assist in maintaining and submitting complete and accurate payroll records.
- * (10) Complete all site-based Human Resource related paperwork related to hiring, evaluations, transfer, and termination of personnel.
- * (11) Prepare contracts, work orders, travel requisitions, and other paperwork as necessary.
- * (12) Respond to inquiries and concerns from customers, vendors, etc., in a timely manner.

ADMINISTRATIVE ASSISTANT III, PURCHASING (Continued)

- * (13) Maintain daily appointment calendar for supervisor, scheduling appointments and meetings.
- * (14) Assemble a wide variety of information and data and assist in the preparation of reports and records.
- * (15) Coordinate cost center events.
- * (16) Prepare agenda items or materials for meetings as assigned.
- * (17) Maintain a variety of files and records including personnel files.
- * (18) Keep supervisor informed of potential problems and unusual events.
- * (19) Use positive and effective interpersonal communication skills.
- * (20) Maintain confidentiality.
- * (21) Maintain a courteous and professional manner.
- * (22) Maintain positive effective working relationships with District / school personnel and co-workers.
- * (23) Participate in training to update and increase skills.
- * (24) Screen incoming telephone calls and refer to appropriate staff.
- * (25) Order and maintain office supplies.
- * (26) Report to work regularly and on time.
- * (27) Demonstrate initiative in the performance of assigned responsibilities.
- * (28) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (29) Complete assignments with minimum supervision.
- * (30) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (31) Receive and distribute mail for the Educational Services Center.
- * (32) Demonstrate support for department and District goals and priorities.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities