

JOB DESCRIPTION

JOB TITLE: Purchasing Specialist
DIVISION/DEPARTMENT: Management Support/Warehouse and Business Offices
REPORTS TO: Business Manager
DIRECTLY SUPERVISES: N/A
FLSA STATUS: Non-Exempt

POSITION SUMMARY:

Performs various duties in the Purchasing/Warehouse Office, with priority given to the Business Manager, a member of top-level administration. Acts in an administrative assistant capacity, providing assistance in the purchasing operation as required to be compliant with auditing procedures and efficient operation of business matters. Processes purchase requisitions, purchase orders, and work orders. Coordinates activities with Warehouse and Business Offices. Handles work assignments at the policy level and important, confidential assignments are normal routine.

This position incumbent is required to conduct business in a professional and cordial manner upholding the integrity and reputation of the Greater Altoona Career & Technology Center (GACTC). This position incumbent must maintain a thorough working knowledge of and adhere to the policies, regulations, and procedures of GACTC.

ESSENTIAL FUNCTIONS (other duties may be assigned):

- a. Processes requisitions for school-wide purchases:
 - 1) Reviews, makes necessary corrections, and provides first level approval of purchase requisitions.
 - 2) Prints and maintains purchase orders.
 - 3) Places online, fax, and telephonic orders.
 - 4) Provides required follow up on items not received.
- b. Processes invoices for the Business Office for payment processing:
 - 1) Ensures documentation of receipt.
 - 2) Verifies invoices line by line, denotes approval, and forwards for processing.
- c. Manages work orders:
 - 1) Receives work orders initiated in the main office.
 - 2) Maintains record of supplies used and/or purchased for completion of work order.
 - 3) Prepares and distributes work order invoices to customer.
 - 4) Prepares journal entries for work orders between programs/schoolwide.
- d. Accepts payments for student uniforms, fees, and work orders and remits to the Business Office.
- e. Prepares and receives shipments:
 - 1) Particularly when students are not in session, verifies items received against purchase order.
 - 2) Checks for damages and files damage claims when necessary.
 - 3) Occasionally ships items for return or as needed.
 - 4) Coordinates delivery within the school as applicable.
- f. Works with the secondary program on inventory/warehouse duties and ensures warehouse inventory shipment is recorded in the accounting system.
- g. Reviews encumbrance listing and ensures remaining encumbrances are valid.
- h. Records mills bills.
- i. Ensures fixed assets are properly tagged as required.
- j. Performs general assignments as directed by the Business Manager to ensure operations of the warehouse and purchasing/inventory procedures.

OTHER DUTIES:

- a. Manages petty cash for culinary-based programs.
- b. Provides coverage at the receptionist desk in the Main Office when required.
- c. Other duties as assigned.

QUALIFICATIONS:

EDUCATION/EXPERIENCE AND/OR TRAINING

- High school diploma required with postsecondary education preferred.
- Three to five years of related experience or equivalent of education and experience.

LICENSES OR CERTIFICATIONS

- None required.

WORK RELATED KNOWLEDGE

- Typing, data entry skills
- Knowledge of computer applications for spreadsheets and word processing functions.
- Accounting application knowledge preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

PROBLEM-SOLVING SKILLS

- Offers highest level of innovation and problem-solving skills to influence overall efficiency.
- Possesses leadership, organizational, supervisory, communication skills, and specialized knowledge to perform the duties of the position.
- Possesses a high degree of good judgment to make decisions.
- Internal and external relationships require finesse, judgment, and ability to meet varying situations with persons in any level of influence.
- A self-starter with the ability to plan and execute own work assignments, as well as the assignments of others, anticipating and planning for work that needs to be completed and guided by deadlines.

VERBAL COMMUNICATION SKILLS

- Uses verbal and written skills to transfer information to stakeholders, very occasionally large groups, and/or to influence others.
- Regularly required to work with data, processes, or confidential information where complete integrity is required in order to safeguard the school’s position in all internal or external matters.

COMPUTER SKILLS

- Spreadsheet software
- Word processing software
- Ability to learn school software packages
- Internet/Email

TOOLS AND EQUIPMENT

- General Office Equipment

MENTAL DEMANDS typically required:

- Responds to unpredictability
- High pressure for results
- Independent judgment and discretion
- Organizes and prioritizes
- Manages multiple projects and tasks
- Reads, comprehends, and follows through

PHYSICAL DEMANDS typically required

CONSTANTLY INCURRED (more than 75% time on job)

- Ability to communicate orally
- Ability to hear conversation

FREQUENTLY INCURRED (25-75% time on job)

- Ability to stand
- Ability to use both legs
- Ability to walk
- Ability to sit
- Ability to lift up to 25 lbs.

OCCASIONALLY INCURRED (up to 25% time on job)

- Ability to lift up to 50 lbs.
- Ability to use both hands
- Ability to climb stairs

WORKING CONDITIONS typically required

This position *typically* requires work in a normal office and educational environment.

PERSONAL PROTECTIVE EQUIPMENT

This position *typically* does not require the use of personal protective equipment except when visiting programs that require safety equipment such as glasses.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to form the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee	Printed Name	Date
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Signature of Executive Director	Printed Name	Date
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