

**Killeen Independent School District
Job Description**

Job Title: Purchasing Clerk
Reports to: Director for Purchasing Services
FLSA Status: Non-exempt 226 days

SUMMARY:

Assists the Purchasing Specialist and Director in coordinating, advertising and accounting for bids and proposals in accordance with procurement policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists departments, campuses and vendors with purchasing related matters.

Receives and accounts for bid & proposal packets submitted by vendors.

Reviews bids & proposals for required documents and coordinates with vendors in obtaining required information.

Manage the online procurement system and approved vendor listings.

Acknowledges through the Texas Ethics Commission Website all conflict of interest documents associated with bids proposals.

Assists the purchasing specialist is conducting reference checks associated with bid specifications and obtaining quotes for goods and services from vendors and cooperatives.

Assists the purchasing specialist in preparing and reviewing procurement language for standard terms and conditions and contractual agreements between the school district and vendors.

Submits advertisement for bids and Public Notices.

Maintains and establishes vendor profiles and manage tax related data providing vendors with required IRS documentation.

Research district needs and obtain quotes from vendors meeting the required specifications.

Maintain technology and procurement online acquisition sources for the district.

Assist district customers with procurement policies and procedures.

Establishes and maintains vendor relations.

Establishes and maintains appropriate files for Purchasing Services.

Performs other duties as may be assigned by the Director for Purchasing Services.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER QUALIFICATIONS:

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data-entry test and have a minimum 7,000 kph with 7 errors or less.

EDUCATION and/or EXPERIENCE:

Must possess a high school diploma or GED. Two years purchasing or school business experience or 24 semester hours of college credit preferred.

MATHEMATICAL SKILLS:

Ability to add, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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

The foregoing statement describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Revised: November 27, 2017