



NEW: 07/01/2020
Submitted: 03/19/2020

JOB TITLE:	CLERK SENIOR PURCHASING/BID
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8663
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing technical services to all staff in the areas of bidding/purchasing and equipment evaluation, and assists District staff with the evaluation of products bid. Works with minimal supervision and assists with purchasing processes, bid preparation, and tabulation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility of liaison between vendors and web procurement provider
- Works closely with all staff providing technical assistance, training, and advice regarding the delivery of support services related to purchasing and bidding product/equipment evaluation
- Develops, updates, and revises all forms, instructions, manuals, and procedures for bid processing
- Develops, prepares, and proofs bid documents for distribution to prospective bidders and assists in the tabulation results of said bids
- Assists the director with product and bid evaluation activities providing technical advice where needed regarding product quality and compliance with specifications
- Maintains communication with system-wide offices and vendors regarding the products that are bid by the District
- Prepares and proofreads purchasing and bids correspondence and other materials for accuracy, signature, duplication and distribution
- Coordinates archiving of Bid documents semi-annually
- Maintains and updates records relating to the evaluation of product services that are bid
- Assists in the completion, distribution, and tracking of bid contracts
- Operates office machines and equipment and performs clerical functions necessary for the successful completion of the job tasks
- Assists in payroll time report processing and employee inquiries as needed
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years successful experience in aspects of school support services
- Proficient in word processing

Ability to develop specifications/knowledge of Kentucky Purchasing Law
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Thorough knowledge of business English, spelling, and punctuation

Effective communication skills

DESIRABLE QUALIFICATIONS

Demonstrated skill in and successful experience with numbers and statistical data

Working knowledge of the organization, policies, procedures and practices of the District related to product evaluation and specifications
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Successful experience working with and providing assistance to the public

Experience in a diverse workplace
